

**THE CITY OF NEW YORK  
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS  
CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title: Administrative Labor Relations Analyst</b>	<b>Level: I</b>	<b>Title Code: 82994</b>
<b>Office Title: Diversity/EEO Compliance Specialist</b>	<b>Salary: \$ 54,643 - \$80,000</b>	
<b>Bureau: Executive</b>		
<b>Work Location: 100 Church Street, New York, NY 10007</b>	<b>Number of Positions: 1</b>	
	<b>Hours/Shift: Day shift - 35 hrs / week</b>	

**JOB DESCRIPTION**

The City of New York's Office of Administrative Trials and Hearings ("OATH") is a rapidly expanding and fast-paced tribunal that conducts administrative hearings for a wide range of City agencies, boards and commissions. OATH seeks to hire a self-directed and motivated individual to service as the agency's Diversity/EEO Compliance Specialist. Reporting directly to the Assistant Commissioner for Employee Services, the ideal candidate will serve as a member of the Human Resources team whose primary focus is EEO, ADA, FMLA compliance and employee relations. The candidate selected will be responsible for supporting the agency's compliance with EEO/ADA policies and procedures, as well as other city, state and federal equal opportunity laws and regulations.

Responsibilities will include, but are not limited to:

- Monitor and evaluate compliance with equal opportunity laws, guidelines, and policies to ensure that employment practices and contracting arrangements are given equal opportunity without regard to race, religion, color, national origin, sex, age, or disability;
- Responsible for guiding the agency's efforts to conceptualize, define, assess, nurture, and cultivate diversity;
- Review, organize, administer and monitor the agency's Equal Employment Opportunity/ADA complaint policy and investigate and recommend appropriate action to resolve or reconcile discrimination complaints;
- Ensure that the agency's employees are representative of the community it serves and that the hiring process is free of bias discrimination;
- Serve as a subject matter expert for supervisors and employees on reasonable accommodations policy and procedures. Investigate and implement reasonable accommodation requests for employees with long and short term disabilities;
- Administer mandatory EEO training to agency employees and distribute all related materials;
- Maintain EEO statistical data and process agency reports as required;
- Performs other related duties, as assigned.

**Qualification Requirements**

1. A master's degree from an accredited college in business or public administration, economics, labor or industrial relations, statistics or a closely related field and four years of satisfactory full-time professional experience in labor research and analysis, employee benefit design and benefit program evaluation, compensation analysis, labor economics, economic planning or a related area, 18 months of which must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in labor research and analysis, employee benefit design and benefit program evaluation, compensation analysis, labor economics or economic planning; or
2. A baccalaureate degree from an accredited college and five years of professional experience, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess a baccalaureate degree from an accredited college, and must possess the 18 months of executive, managerial, administrative or supervisory experience as described in "1" above.

**Preferred Skills:**

- Working background and knowledge in EEO/FMLA/ADA compliance and EEOC regulations.
- Experience in conflict resolution. Ability to prioritize responsibilities and tasks effectively.
- Excellent verbal and written communication skills, able to convey complex information in a clear and concise manner.
- Knowledge of Microsoft Word, Excel, Outlook and Access.
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

**To Apply:**

Applicant must be a New York City resident within 90 days of appointment. Interested candidates should apply online via *NYC Careers* on the **NYC.gov** website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: [www.nyc.gov/oath](http://www.nyc.gov/oath)

**Post Date: 9/15/16**

**Post Until: Filled**

**JVN: 820-2016-000033**

**OATH and the City of New York are Equal Opportunity Employers**