

DIRECTOR FOR EQUAL EMPLOYMENT OPPORTUNITY (DDC)

General Statement of Duties and Responsibilities

This is a management class of positions. Incumbent performs related work.

Under executive direction, with wide latitude for the exercise of independent judgment, action, and decision-making, ensures that the New York City Department of Design and Construction (DDC) remains in compliance with Equal Employment Opportunity (EEO) laws, regulations, and the City's EEO Policy. Participates in formulating departmental implementation of the City's EEO policy, standards, and procedures, and advises executive staff on highly complex, legal, confidential, and sensitive EEO issues. Oversees and monitors the investigation and review of EEO complaints. Performs related work.

Examples of Typical Tasks

Maintains administrative and managerial responsibility for the operational aspects of the Office of Equal Employment Opportunity. Monitors agency compliance with the City's EEO policy. Examines DDC's statistical employment information and department practices and recommends necessary changes to remove barriers to equal opportunity.

Participates in the development and operation of a comprehensive EEO program; plans and ensures the dissemination of the City's EEO policy and information on employees' rights and responsibilities to employees.

DIRECTOR FOR EQUAL EMPLOYMENT
OPPORTUNITY (DDC) (continued)

Examples of Typical Tasks (continued)

Receives and processes complaints and requests for reasonable accommodation.

Oversees the conduct of research, investigatory interviews and hearings leading toward the satisfactory resolution of EEO complaints regarding discriminatory treatment of employees and applicants.

Reviews the effectiveness and efficiency of procedures enabling employees and applicants to lodge and pursue complaints of discrimination, sexual harassment, and requests for reasonable accommodation. Ensures that procedures consistent with the City's EEO Policy are adhered to in bringing cases of discrimination through the department's legal channels for adjudication and in researching and evaluating appropriate accommodations.

Monitors the network of EEO field counselors throughout the department to resolve complaints and requests for reasonable accommodation. Ensures compliance with the Americans with Disabilities ACT (ADA). Makes recommendations for satisfactory resolution of issues presented by staff members at their point of origin.

Assists in planning, developing, and conducting EEO training. Sets objectives that ensure that all agency employees receive EEO training. Trains newly appointed supervisors.

Serves as the DDC's designee and official liaison with human rights advisory committees, community action groups, and watchdog organizations.

**DIRECTOR FOR EQUAL EMPLOYMENT
OPPORTUNITY (DDC)** (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in human rights, intergroup relations, labor or industrial relations, law, or personnel administration, at least 18 months of which must have been in an executive, managerial or administrative capacity or supervising personnel performing duties in the fields described above; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of executive, managerial, administrative, or supervisory experience described in "1" above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.