

**CONTRACT REVIEWER (OFFICE OF LABOR SERVICES) (NY HELPS
PROGRAM)**

Duties and Responsibilities

Under varying levels of supervision, performs work of varying degrees of latitude and independence in reviewing the personnel practices of prospective city contractors for compliance with Equal Employment Opportunity (EEO) mandates in the Office of Labor Services within the Department of Business Services. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under general supervision, with latitude for independent initiative and decision making, performs professional work of moderate difficulty involved in examining the personnel practices of prospective city contractors for compliance with EEO mandates.

Examples of Typical Tasks

Collects and analyzes contractors' personnel policies and procedures for compliance with federal, state, and city EEO laws, regulations and guidelines.

Reviews prospective contractors' work force and employment activity reports for prior years to document compliance with EEO mandates.

Applies computer driven statistical analyses to determine contract compliance.

Analyzes contractors' position classification determinations to ascertain whether jobs are classified properly according to the duties performed.

Meets with contractors' representatives to develop and secure agreement to consent agreements should the contractors' personnel practices not conform with EEO requirements.

Conducts basic research on issues related to EEO and Labor Law.

May, during the absence of the immediate supervisor, perform the duties of that individual.

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PROGRAM)** (continued)

Assignment Level II

Under administrative supervision, with wide latitude for the exercise of independent judgment and decision making, performs supervisory work in examining the personnel practices of prospective city contractors for compliance with EEO mandates.

Examples of Typical Tasks

Supervises and coordinates the day-to-day activities of a unit or sub-division composed of a number of Contract Reviewers examining city contractors' personnel practices. Trains subordinates in EEO laws, regulations and guidelines, as well as agency rules, policies and procedures. Evaluates subordinates' performance in accordance with agency guidelines.

Establishes and maintains supervisory controls to ensure that the work of the unit is processed in a consistent and timely manner.

Studies reports, documentation and recommendations submitted by subordinates concerning contractors' personnel practices to ensure compliance with EEO mandates. Determines remedial measures to bring contractors' practices into conformance with EEO requirements.

When necessary may participate in meetings with contractors or their representatives to obtain consent agreements to effectuate remedial measures.

Conducts complex research on issues related to EEO and Labor Law.

May work on special projects and on developing new procedures and administrative practices. May incidentally perform tasks of the lower Assignment Level.

May, during the temporary absence of the immediate supervisor, perform the duties of that individual.

**CONTRACT REVIEWER (OFFICE OF LABOR SERVICES) (NY HELPS
PROGRAM) (continued)**

Qualification Requirements

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification or labor law. A law degree may be substituted for six months of experience; or
2. A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess the four year high school diploma or its educational equivalent.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into "Contract Reviewer (Office of Labor Services) (40563)" as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.