

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: ADMINISTRATIVE STAFF ANALYST	Level: 00
Title Code No: 1002D	Salary: \$94,715.00/\$94,715.00-\$94,715.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: EEO OFFICER	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 594207	Hours/Shift: Day - Full-time - Due to the necessary duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

Job Description

The Department of Records and Information Services (DORIS) seeks an experienced Equal Employment Opportunity Officer. The EEO Officer's mission is to ensure that all employees and applicants for employment are given an equal opportunity to succeed in the workplace. The EEO Officer works to provide a work environment that accepts and respects individual differences and is free of unlawful discrimination. They will be responsible for ensuring that the Department of Records and Information Services (DORIS) does not discriminate against any employees or applicants for employment in any manner prohibited by federal state and local law. The EEO Officer will liaise with New York City Office of Citywide Equity and Inclusion to create and carry out diversity and inclusion initiatives, which includes strategies for recruitment, retention, training and employment engagement; and work alongside DORIS internal partners. The EEO Officer will work under general supervision and perform a variety of professional and administrative duties in support of the day-to-day operations of EEO.

The duties will include but not limited to:

- Conduct and oversee internal EEO investigations and prepare advisory memos, investigative reports, including recommendations for complaint/issue resolution.
- Coordinate and facilitate agency staff EEO related training in conjunction with Local Laws and DCAS training and development.
- Oversee the EEO case management and database process including keeping an updated log that tracks each EEO and Reasonable Accommodations (RA) request, including intake date, facts, status of inquiry, close date, and conclusion.
- Prepare monthly, quarterly, and annual Department of Citywide Administrative Services (DCAS) Equity and Inclusion reports.
- Assist with the development of strategic goals to implement DORIS' EEO Plan.
- Developing strategies for identifying appropriate websites and recruitment sources for all DORIS positions.
- Conduct research and pro-active outreach to programs, schools, and organizations in search of qualified employees, interns, and special program workers.
- Analyzing, organizing, and maintaining relevant data and information on job postings, job candidates, and agency employees.
- Conducting research on EEO and employment-related issues and relevant legislation.
- Developing, and assembling training materials and PowerPoint presentations.

- Support the completion of special projects as assigned.

Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

- Significant knowledge and experience with handling EEO and employment-related matters, including the investigation of and response to EEO allegation of complaints filed.
- Proven work experience administering EEO compliance, investigatory and reasonable accommodation policies.
- In depth understanding of Federal, State and Local Laws and regulations and guidelines related to equal employment opportunity, sexual harassment, retaliation, reasonable accommodations, and affirmative action.
- Superior presentation, verbal, and written communication skills, including the ability to build coalitions of stakeholders and nurture relationships.
- High degree of professionalism, courtesy, strong work ethic, integrity, regard for confidentiality and ability to work with discretion on sensitive matters.
- Demonstrated experience conducting complex EEO investigations, knowledge of proper objective interview techniques and due process principles.
- Knowledge of mediation and alternate dispute practices.
- Detail-oriented, excellent analytical skills, including knowledge of statistical methods, critical thinking, and problem-solving skills.
- Ability to organize, synthesize and analyze complex information and problems, including to review facts and assess relevant issues from a regulatory perspective.
- Strong organizational and follow-through to coordinate work plans, prioritize assignments and meet deadlines.
- Ability to adapt to new situations, collaborate with team members, and work under pressure with limited supervision, when necessary.
- Two to four years of proven experience in EEO.
- Prior experience with EEO investigations preferred.
- Knowledge of employment laws, e.g., EEO, ADA, FMLA, Title VII, etc. preferred.
- Must have strong analytical skills and ability to translate metrics, research, and trends into strategy.
- Ability to write reports and to respond to audits.
- Superior writing, verbal, communication and interpersonal skills and ability to work with individuals at all levels of the Department.
- Proficiency in Microsoft Suite (MS Word, Excel, PowerPoint, and Outlook).

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss

with the agency representative at the time of interview.

To Apply

Search for the Job ID# 594207

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

Posting Date: 07/28/2023

Post Until: Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.