

## FULL TIME POSITION:

### DLS DIRECTOR OF COMPLIANCE, DIVISION OF LABOR SERVICES DIVISION OF ECONOMIC AND FINANCIAL OPPORTUNITY

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#### Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

#### Division Description:

The Division of Labor Services Unit ensures that jobs created by New York City contracts and the Industrial and Commercial Abatement Program (ICAP) are available to all qualified individuals regardless of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status. The Unit helps contractors implement fair employment policies and practices and assists them in their efforts to increase the representation of minorities and women in their workforce.

The Unit also enforces Executive Order No. 50, which requires City contractors comply with federal, state, and local equal employment opportunity (EEO) laws and regulations. Prior to the award of a City contract or ICAP benefit, a contractor must submit an Employment Report containing information on their employment policies and practices and workforce composition. DLS will analyze the report to determine if the contractor maintains nondiscriminatory hiring and employment practices.

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#### Job Description:

Under supervision of the Chief Vendor Compliance Officer, DLS is seeking a Director of Compliance to support unit activities in ensuring ICAP and EO 50 adherence across all qualifying entities performing work with the City of New York, as prescribed by Executive Order No. 50 and/or Local Law 67. Duties include, but are not limited to:

- Coordinating monitoring activities for city, ICAP, federal construction and vendors' supply and services contracts.
- Conduct client meetings for pre-award conferences to ensure Federal, State, and City compliance with ICAP, Sexual Harassment, EEO, and payroll requirements.
- Conduct periodic meetings with agency representatives to discuss goals, improvements, make recommendations, and track implementation.
- DLS liaison and handling communication with internal and external partners
- Perform periodic reporting to assess program, project and entity level progress and performance.
- Manage and monitor DLS Officer performance, personnel duties and responsibilities
- Support DLS efforts to streamline M/WBE utilization across vendors performing work with the City
- Provide continued training and development opportunities for DLS staff through DCAS and other available avenues
- Review documentation related to participation and/or solicitation of M/WBEs in ICAP projects.

#### Preferred Skills:

- Comfortable working in a fast-paced environment, managing multiple projects and prioritizing assignments.
- **Data Analysis:** Experience with collecting data and analyzing data to see trends and extrapolate conclusions, opportunities for improvement and successes.
- **Computer Skills.** Familiarity with Microsoft Suite and Adobe Suite applications
- **City Databases:** Proficiency using, obtaining and analyzing data from City databases including FMS and PASSPORT
- **Research:** Experience conducting, synthesizing and analyzing research. Familiarity with various data sources, including academic publications, news portals and online research databases
- Demonstrated project management experience.

- Independent thinker and decision maker
- **Communication:** Ability to succinctly and effectively communicate verbally and in writing across internal and external stakeholder communities, including the presentation and/or data analyses.
- Sound judgment and appropriate discretion when engaging with varied stakeholders.
- **Reliable.** Ability to meet deadlines and work independently in a fast-paced environment, while paying close attention to details
- **Collaborative and positive attitude;** flexibility in a fast moving and evolving office and division.
- Experience in City contracting, or human services is preferred.

**Qualifications:**

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years

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**How to Apply:**

**THIS POSITION IS OPEN TO CANDIDATES WHO ARE ADMINISTRATIVE MANAGER (OR OTHER COMPARABLE TITLES) THOSE WHO ARE REACHABLE ON THE CIVIL SERVICE LIST AND THOSE IN THE 55A PROGRAM. PLEASE INDICATE IN YOUR COVER LETTER IF YOU ARE PERMANENT IN THE TITLE OR ARE REACHABLE ON THE CIVIL SERVICE LIST.**

**City Employees:** Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: #538878 or submit cover letter and resume via email using the following subject line: **DLS Director of Compliance, Division of Labor Services** and send to [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**Current SBS Employees:** Please email your resume and cover letter including the following subject line: **DLS Director of Compliance, Division of Labor Services** to: [HRHELP2@sbs.nyc.gov](mailto:HRHELP2@sbs.nyc.gov)

**All Other Applicants:** Go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs) search for Job ID: #538878 or submit cover letter and resume via email using the following subject line: **DLS Director of Compliance, Division of Labor Services** and send to [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**Salary: \$80,000 – \$90,000**

**NOTE:** Only those candidates under consideration will be contacted. As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or

disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

NYC residency is required within 90 days of appointment (if applicable; dependent on civil service title)

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](http://nyc.gov/studentloans).

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services

Human Resources Unit

1 Liberty Plaza, 11<sup>th</sup> Floor

New York, New York 10006

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The Department of Small Business Services (SBS) is an equal opportunity employer, committed to recruiting and retaining a diverse and culturally responsive workforce. SBS has a zero-tolerance policy for any form of sexual harassment in the workplace, treats all incidents seriously and promptly investigates all allegations of sexual harassment.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and career development programs. SBS will continue to provide reasonable accommodations to employees and applicants with disabilities, and for religious observances and practices.

NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.