

DUTIES STATEMENT

**DEPUTY COMMISSIONER FOR COMMUNITY RELATIONS (COMMISSION ON
HUMAN RIGHTS)**

This is a management class of positions. The Deputy Commissioner for Community Relations develops and formulates agency policies regarding the Community Relations Bureau, which consists of the Neighborhood Stabilization Program, the Borough Technical Assistance Units, the Community Relations Institute, the Human Rights Bias Response Team, the Public Information and Research Divisions, and the Training Unit. Translates policies into workable programs; interprets policies to staff. Plans, develops, and formulates procedures to be used by the Bureau. Responsible for the administration of the Bureau of Community Relations. Reviews and advises on problems relating to the agency's outreach programs, as well as on all other significant agency policy issues. Performs related work.