

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	EEO Officer
Salary:	\$65,000 - \$90,000
Bureau/Division:	Executive
Period:	March 15, 2017 – Until filled

JOB DESCRIPTION

The New York City Comptroller is the Chief Financial Officer of the City of New York. The mission of the Office of the Comptroller (OOC) is to safeguard the financial health of New York City by advising the Mayor, the City Council, and the public of the City's financial condition, rooting out waste, fraud and abuse in local government, and ensuring that municipal agencies serve the needs of all New Yorkers. In addition, the Comptroller manages assets of the five New York City Pension Funds currently totaling over \$160 billion; performs budgetary and policy analyses; audits city agencies; reviews City contracts for integrity, accountability and fiscal compliance; resolves claims both on behalf of and against the City, and enforces prevailing and living wage laws. OOC employs a workforce of 760 employees in dozens of different professional, technical, administrative and support titles.

The OOC maintains a strong commitment to fair employment practices for all of its employees and continues to promote diversity and inclusion in the workplace where different perspectives, talents and backgrounds are valued. The OOC seeks an exceptional individual to serve as its EEO Officer.

EEO Officer's duties and responsibilities include, but are not limited to, the following:

- Serves as a liaison between the OOC and federal, state and city equal employment and human rights offices;
- Counsels employees on any and all aspects of OOC's Equal Employment Opportunity policies and principles and their application to federal, state and local laws regarding the prohibition of discriminatory employment actions against, and treatment of, its employees and applicants for employment;
- Establishes baseline and benchmark metrics to track, monitor and report on agency wide EEO initiatives and works with agency leaders and Human Resources in an advisory and oversight capacity to ensure proper and effective implementation of OOC's Equal Employment Opportunity policy;
- Serves as a subject matter expert for supervisors and employees on EEO and reasonable accommodations policy and procedures; maintains EEO statistical data and prepares agency reports as required;
- Conducts confidential investigations into employee EEO discrimination and related complaints; interviews, collects, analyzes information and renders formal findings and recommendations; may also mediate conflicts;
- Actively participates in the planning, development and delivery of EEO training programs including customized training courses for various internal groups/departments; and collaborate with other City agencies/DCAS to implement diversity and inclusion best practices;
- Keeps agency leadership apprised of the federal, state and city EEO/ADA or FMLA compliance requirements, new mandates, and any other significant developments with regard to EEO issues; and,
- Performs other related functions as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college and five (5) or more years of progressively responsible experience in the field of EEO, diversity and inclusion programs, ADA or other organizational compliance, human resource management, public employment law; or a closely related field; all within the setting of a highly complex organization; **or**
- Education and/or experience equivalent to the qualifications listed above.

Note: MA/MS or law degree from an accredited college may be substituted for one (1) year of required experience.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated knowledge of federal, state, and local laws, regulations and guidelines related to EEO/ADA compliance, public employment and affirmative action expected;
 - Experience undertaking research/investigatory assignments preferred;
 - Comfort in using data analytics to develop workforce diversity/inclusion reports expected;
 - Expertise in creation and delivery of diversity, inclusion and intercultural competency training programs is a plus;
 - Experience or exposure to conflict resolution and/or mediation is strongly preferred;
 - Exceptional interpersonal skills expected. This is critical in the context of the often sensitive nature of the interactions and communications which regularly occur with employees of all levels; and
 - Microsoft Office Suite proficiency expected.
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: March 15, 2017	POST UNTIL: Until Filled	JVN: 015/017/061
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The NYC Comptroller's Office is an Equal Opportunity Employer