



# COMMISSION ON HUMAN RIGHTS

## JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: Community Assistant</b>	<b>LEVEL: 00</b>
<b>TITLE CODE NO: 56056</b>	<b>SALARY: \$14.08 - \$18.26 HOURLY RATE</b>
<b>OFFICE TITLE: TESTER (PER DIEM) # OF POSITION 7</b>	<b>WORK LOCATION: VARIOUS LOCATIONS</b>
<b>HOURS/SHIFT: TBD</b>	

### Job Description

The Commission on Human Rights is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL. The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

LEB is seeking Testers.

Testers are hired to help make sure that people are not denied access to housing, employment or public accommodations in New York City because of their age, race, color, religion, national origin or ancestry, gender, gender identity, pregnancy, disability, sexual orientation, marital or partnership status, alienage or citizenship status, arrest or conviction record, status as a victim of domestic violence, unemployment status or credit history.

Testers are trained and then sent to apply for specific jobs with specific companies and report back about their experiences. After receiving the reports, the Test Coordinator reviews the reports to see if the Testers were treated differently when they applied for a job. If a white tester was called for job interview, but an equally qualified African-American tester was not, it may show evidence of discrimination.

#### Responsibilities include:

- Acting or pretending to be prospective tenants, homeowners, job applicants or users of public accommodations to check for compliance with the New York City Human Rights Law.
- Working with the Testing Coordinator and Assistant Commissioner for Law Enforcement to help make sure that people are not denied housing, employment and

public accommodations in New York City because of their age, race, color, religion, national origin or ancestry, gender, gender identity, pregnancy, disability, sexual orientation, marital or partnership status, alienage or citizenship status, arrest or conviction record, status as a victim of domestic violence, unemployment status or credit history. Working collaboratively with consultants and firms the agency has contracted with in conducting tests to determine compliance with the City of New York's Human Rights Law in housing, employment and public accommodations.

- Working collaboratively with consultants and firms the agency has contracted with in conducting tests to determine compliance with the City's Human Rights Law.
- Following specific directions given by the Testing Coordinator in acting as an applicant for jobs or housing or a user of public accommodation.
- Reporting back to the Testing Coordinator about the test. This will include writing a detailed account of the conversations and actions of the person or entity being tested.
- Participating in a debriefing by the Testing Coordinator within 24-48 hours of completed test. This may include completing an affidavit detailing the test.
- Availability to meet with the Testing Coordinator whenever a test needs to be completed. Ability to complete a test, complete a report and be debriefed within the time deadlines set by the Testing Coordinator.
- Meeting testing/project deadlines set by the Testing Coordinator.
- Providing testimony at a deposition or at trial regarding the testing investigations.
- Participating in periodic tester training or meetings.
- Participate in training programs, conferences, and other LEB activities as requested.

### **Qualification Requirements**

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

### **Preferred Skills**

- Fluency in Spanish, Arabic, Mandarin or another language common in New York City a plus.
- Valid driver's license.
- Excellent verbal and written communication skills.
- Reliability and experience in handling multiple priorities with competing deadlines.

### **To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID# 238695

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID# 238695

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED, SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.**

**\*\*NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. \*\***

**New York City Residency is Required Within 90 Days of Appointment.**

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.

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN  
EQUAL OPPORTUNITY EMPLOYER**

POST DATE:

POST UNTL: