



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: EXECUTIVE DIRECTOR	LEVEL: 01
TITLE CODE NO: 10173	SALARY: \$53,051 - \$142,430
OFFICE TITLE: Director of the Office of Mediation and Conflict Resolution (OMCR)	WORK LOCATION: 100 GOLD STREET, 4TH FLOOR NEW YORK, NY 10038
HOURS/SHIFT: DAY, 9A.M. – 5 P.M.; ON OCCASION, CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.	

Job Description

The Commission on Human Rights (the Commission) 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.

Reporting to the Office of the General Counsel, the Director of the Office of Mediation and Conflict Resolution (OMCR) is responsible for exploring and attempting early resolution of cases which are referred by the Commission’s LEB.

Job Description:

- Analyze and research issues involved in the complaints referred to OMCR for possible early resolution in accordance with the NYCHRL and its Rules of Practice.
- Prepare a Mediation Guide, forms, and other materials as necessary for the OMCR.
- Educate the parties about the Commission’s mediation and conflict resolution process.
- Mediate complaints filed by the Commission to achieve equitable resolutions on behalf of all parties.
- Provide case follow-up and closure.
- Maintain an agency database and tracking system for OMCR cases and provide reports as needed.
- Maintain up-to-date knowledge of mediation and conflict resolution skills and

techniques.

- Performs all duties as needed to advance the work of the OMCR and the Commission.

Qualification Requirements

- Admission to the New York State Bar and proof that license is in good standing.
- At least ten years' experience in the practice of law, and at least four years' experience in mediating disputes.
- Must be well organized, assertive and able to work independently and collaboratively.
- Excellent legal research abilities.
- Excellent project management skills.
- Strong oral and written communication skills.
- Must be willing to exercise good judgment and sensitivity at all times.
- Computer skills including Microsoft Word, Excel and Power Point.

Preferred Skills

- Strong relationships with organizations and groups serving diverse communities in the City and five years' experience working with some of the following people and communities: immigrants; people of color; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; people with accommodations issues related to pregnancy, disability or religion; and people with criminal or arrest histories.
- Familiarity with the NYCHRL.
- Litigation experience a plus.
- Management experience a plus.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 225060

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 225060

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: 12/7/2015

POST UNTIL: FILLED