



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Executive Director	LEVEL: II
TITLE CODE NO: 10173	SALARY: 100,000-130,000
OFFICE TITLE: Executive Director, Human Resources	WORK LOCATION: MANHATTAN
HOURS/SHIFT: DAY, 9-5 AND AS NEEDED CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS	

Job Description

The Commission on Human Rights (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 which prohibits discrimination in employment, public accommodations, and housing for a variety of protected categories, and prohibits bias-related harassment and bias-based profiling. Through its Law Enforcement Bureau, the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, and retaliation and other violations of the NYCHRL. The Commission’s Community Relations Bureau 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.

The Executive Director, Human Resources will be responsible for overseeing the Commission’s Human Resources Department and realigning its Human Resource management functions, and streamlining related policies and procedure. The Executive Director, Human Resources will report to the First Deputy Commissioner/General Counsel.

Job Description:

- Responsible for the overall administration, coordination and evaluation of the Commission’s Human Resources Department, which includes oversight of, Payroll, Timekeeping, and Personnel.

- Manage employees in the Human Resources Department involved in the processes of recruitment, hiring, separation, benefits, departmental performance management, payroll, and timekeeping. Provide necessary guidance.
- Develop organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction.
- Establish department accountabilities including those of talent acquisition, staffing, employment processing, compensation, health and welfare benefits, succession planning, and EEO compliance.
- Develop strategies and provide sound, supported advice, counsel, and guidance to the Commission's management and also to Commission employees as needed.
- Serve as Department's main point of contact for employees, external agencies and private entities on Human Resources-related matters.
- Resolve Human Resources-related issues, in consultation with managers, employees, and legal counsel.
- Monitor adherence with internal policies and legal standard as they affect the Commission's Human Resources functions.
- Review and reassess all Commission Human Resources related policies, procedures, methods, and guidelines, to ensure compliance with relevant law, rules, regulations, and collective bargaining agreements as well as reinforcement of the Commission's values. Where necessary, create new policies and procedures.
- Ensure that all hiring and recruitment serves the agency's goals and meets New York City hiring requirements
- Ensure that the Commission's timekeeping and payroll functions are completed accurately and timely, and in accordance with relevant law, rules, regulations, and collective bargaining agreements.
- Oversee and administer the Commission's performance management program.

Qualification Requirements

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.
- Proven experience leading the Human Resources function of a New York City agency.
- Thorough knowledge of City Personnel, Payroll and Timekeeping.
- Familiarity with City EEO, Labor Relations, Training and Safety and Health rules and issues.
- Excellent knowledge of NYC personnel data systems, including NYCAPS, CHRMS, RMDS, PMS, CityTime, PRISE.
- Committed to enhancing the Department's reputation by providing premier customer service to staff, prompt and courteous responses to the public, working

collegially with unions and other governmental bodies.

- Thorough knowledge of human resource management principles and best practices.
- Excellent writing and communication skills.
- Strong analytic and planning skills.
- Excellent interpersonal and team skills.
- Well organized, assertive and able to work independently and collaboratively.
- Excellent attention to detail.
- Ability to work under pressure, while juggling multiple tasks simultaneously.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID # 271665

For all other applicants: Go to www.nyc.gov/careers and search for Job ID # 271665

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

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 UNTIL: FILLED