COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: HUMAN RIGHTS SPECIALIST	LEVEL: 00
TITLE CODE NO: 55018	SALARY: $44,621 -$ 70,825
OFFICE TITLE: HUMAN RIGHTS SPECIALIST	WORK: 22 READE STREET, NEW YORK, NY 10007
HOURS/SHIFT:9A.M. - 5P.M.; ON OCCASION CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR 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.

Human Rights Specialists (HRS) work within the Commission's Community Relations Bureau whose mission is to foster positive inter-group relations and understanding of the rights and responsibilities established by NYCHR which prohibits discrimination in employment, housing, and public accommodations against a variety of protected groups, and also prohibits bias-related harassment and bias-based profiling. CRB works out of Community Service Centers in all five boroughs. HRS's engage with community members, foster relationships with community groups, make presentations on a variety of topics under the NYCHRL, lead trainings with a variety of audiences, and educate the public on their rights and responsibilities under the NYCHRL. HRS's also work in collaboration with the Commission's Law Enforcement Bureau to identify areas of systemic discrimination.

Responsibilities include

- Collaborate in the development of internal and external training documents.
- Create and conduct presentations on the NYCHRL, and related issues, to community groups, in-house staff tenant groups, grass-root organizations, educational institutions, non-profit profit organizations, private entities, and governmental agencies.
- Represent the Commission at public meetings, local neighborhood community projects, celebrations, and community events. Provide technical assistance and

trainings for community groups and community-based organizations to further the Commission's anti-bias programs.

- Prepare and submit reports, forms, and correspondences in accordance with agency reporting requirements.
- Identify patterns of systemic discrimination and collaborate with Commission's LEB to identify areas for law enforcement actions.
- Perform special projects with Commission's LEB to help further investigations of alleged discrimination.
- Identify underserved populations and engages in developing outreach strategies. For example, in coordination with the Commission's Project Equal Access Initiative, provide disability assistance and education to seniors and the disabled community and advocates, healthcare providers & community leaders. Where buildings, stores and other public accommodations are not accessible, HRS staff assists the disabled in identifying available resources, advocating on their behalf for reasonable accommodations before a complaint is filed.
- Participate in planning and execution of events that support the strategic plan of the agency.
- Produce briefing documents for meetings and events
- Collaborate in the maintenance of the CCHR database, including creating various outreach activities to increase and update the Agency's email alerts with relevant community organizations and individuals at the grass tops and grassroots level.

Qualification Requirements

1. A baccalaureate degree from an accredited college plus two years of satisfactory full- time experience in intergroup relations * ; community relations; civil rights law enforcement; block or tenant organizing; investigations related to law enforcement; labor or industrial relations; education; social work; or law; or

2. A four-year high school diploma or its educational equivalent and four years of satisfactory, full-time experienced as described under "1" above; or

3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent, and must possess at least one year of experience described under "1" above.

* "Intergroup relations" is defined as experience in which the employee's major responsibility is to facilitate communication and cooperation, and mediate tensions between different groups.

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.

- Must be well organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Excellent attention to detail and organizational skills.
- Strong oral and written communication skills.
- Strong people skills and leadership skills.
- Familiarity with the NYCHRL.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID **#: 258098**

For all other applicants: Go to www.nyc.gov/careers and search for Job ID:**#: 258098**

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:	08/30/2016	POST UNTIL FILLED: