

**City of New York  
CONSUMER AFFAIRS  
Job Vacancy Notice**

<b>Civil Service Title:</b> COMMUNITY COORDINATOR	<b>Level:</b> 00
<b>Title Code No:</b> 56058	<b>Salary:</b> \$48,895.00 / \$56,229.00* <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Investigator	<b>Work Location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Paid Sick Leave Division (PSLD)	<b>Number of Positions:</b> 1
<b>Job ID:</b> 228353	<b>Hours/Shift:</b> 9:00 am – 5:00 pm

**Job Description**

The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspections of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law.

Through its Office of Financial Empowerment, DCA assists low-income and immigrant New Yorkers to build assets and make the most of their financial resources by providing free financial counseling at Financial Empowerment Centers across the City, access to mainstream banking, and encouraging Earned Income Tax Credit utilization.

Effective April 1, 2014, under New York City's Earned Sick Time Act, most employers in New York City are required to give their employees sick leave. DCA is charged with enforcement of this law. DCA is also responsible for enforcement of New York City's Commuter Benefits Law. Pursuant to that law, effective January 1, 2016, certain employers are required to offer their full-time employees the opportunity to use pre-tax earnings to purchase qualified transportation fringe benefits.

DCA is seeking a highly motivated individual to serve as an Investigator for the PSLD. Reporting to the Deputy Director of Legal and Investigation, responsibilities include, but are not limited to:

- Intake of employee complaints;
- Managing a substantial investigation caseload;
- Gathering documents and/or evidence and performing critical data analysis;
- Identifying relevant issues and facts during investigations;
- Drafting legal correspondence as well as conducting onsite and phone interviews;
- Evaluating evidence and identifying violations of the Paid Sick Leave Law and Rules;
- Providing written reports and recommendations;
- Conducting research and field work;
- Maintaining and organizing evidence to help the legal team prepare for administrative hearings;
- Appearing and testifying at administrative hearings; and
- Participating in special assignments, as required.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**PLEASE NOTE: New York City residency is 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.*

#### **Preferred Skills**

- Proficiency in Microsoft Office, major Internet search engines and databases; ability and aptitude to quickly learn new computer programs and technology;
- Experience and aptitude with public and private database research utilizing multiple investigative research techniques and resources;
- Ability to read and understand laws and rules analyze and document an issue, and present findings and recommendations;
- Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy;
- Resourceful, independent self starter with effective organizational techniques;
- Strong verbal and written communication skills;
- Project management experience preferred;
- Flexible hours;
- Multilingual a plus.

#### **To Apply**

**For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and type “Consumer Affairs” on the search line. Then locate the Job ID number.

**For Current City Employees:** Visit [Employee Self Service \(ESS\)](#) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.***

***PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***

***NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

**Post Date:** 01/13/2016

**Post Until:** Filled

**DCA and The City of New York is an Equal Opportunity Employer.**