

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Associate Staff Analyst	Level: N/A
Title Code No: 12627	Salary: \$62,260.00/\$71,599.00 -\$92,704.00 Frequency: ANNUAL
Office Title: Senior Investigator	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Executive/Equal Opportunity Affairs Office	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2977 POSITION#: 3764

Job Description

The NYC Department of Homeless Services (DHS) seeks an Associate Staff Analyst to serve as the Senior Investigator and EEO Compliance Officer in the Office of Diversity and Equal Opportunity Affairs. The selected individual will report to DHS' Executive Director /EEO Officer where s/he will conduct confidential investigations of alleged violations of the NYC Citywide EEO Policy. S/he will investigate allegations of discriminatory conduct by interviewing complainants, respondents, and witnesses; gather pertinent documents; and prepare confidential summaries of investigations and closing memoranda for submission to the Executive Director/EEO Officer. S/he will assist in training managers and staff on the Citywide Policy. In addition to investigations and training, the Senior Investigator will develop, improve, and maintain the databases used by the office, and in conjunction with the Executive Director, will develop and analyze EEO statistical reports. The Senior Investigator will also assist the Executive Director in reviewing and processing requests for reasonable accommodation; working with employees, supervisors, and medical professionals to reach appropriate determinations. Finally s/he may also serve as the project manager for special projects related to EEO and diversity matters, and will work closely with Human Resources staff to ensure diversity in recruiting, hiring, promotions, etc. Attention to detail and the ability to meet deadlines is required.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

Preferred Skills

N/A

Residency Requirement

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.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 12/4/2015

Post Until: 12/18/2015

JVN: 071-2016-224880

The City of New York is an Equal Opportunity Employer.