

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$60,000.00 - \$75,900.00 Frequency: Annual
Business Title: Training Coordinator	Work Location: 75-20 Astoria Boulevard, East Elmhurst, NY 11370
Division/Work Unit: EEO	Number of Positions: 1
Job ID: 253526	Hours/Shift: Day Tour/Some Weekends

Job Description

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 12 inmate facilities, nine of which are located on Rikers Island. In addition, the Department operates two hospital prison wards (Bellevue and Elmhurst Hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The DOC seeks a dynamic candidate to fill the position of Training Coordinator in the Office of Equal Employment Opportunity (EEO) to develop, assess and evaluate the training needs of the agency. The Office of EEO is integral to the Department's efforts to ensure the integrity, professionalism, and accountability of its staff. The EEO Unit is responsible for conducting highly sensitive and confidential investigations into departmental employee discrimination and/or harassment complaints.

Reporting directly to the Assistant Commissioner, the selected candidate will perform the following job functions that include, but are not limited to:

- Develop, conduct and coordinate all EEO-related training for department staff, including training EEO counselors;
- Implement a comprehensive, ongoing EEO training program that addresses agency needs to ensure that staff are engaged and developed to address current and future needs, including internal and external programs;
- Solicit, evaluate and incorporate feedback from managers and other sources as required to instill continuous improvement in the EEO training program;
- Ensure relevance of training materials, EEO signage and event posters and update and revise as necessary;
- Maintain training calendar and create, track and maintain employee training records in Excel and in the NYCAPS system;
- Develop an employee survey to assess the needs of the department;
- Partner with outside vendors, such as the Citywide Training Center to develop and implement training programs and offer training sessions for employees; and
- Work on special projects, assignments and duties, as needed.

Minimum 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.

Preferred Skills

- Minimum 3 years of experience in developing training materials and facilitating training in Human Resources or EEO strongly preferred;
- Excellent verbal and written communication and presentation skills, with the ability to establish credibility and build relationships across all levels of the agency;
- Customer-focus and solutions-orientation are critical to being successful in this role;
- Ability to handle multiple competing priorities in a dynamic environment;
- Proficiency in Microsoft Office Suite;
- Excellent organizational and analytical skills, work ethic and attention to detail; and
- Ability to maintain confidentiality.

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: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 253526

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 253526

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Posting Date: 8/12/16	Post Until: 8/26/16
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