

FULL TIME POSITION:
Equal Opportunity Officer
Financial Management and Administration

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Division/Program Description:

The Equal Employment Opportunity (EEO) Unit of SBS is responsible for ensuring equal opportunity in all aspects of employment for employees and applicants for employment with SBS, in compliance with Federal, State, and Local laws that prohibit discrimination in employment, as well as the City of New York's Equal Employment Opportunity Policy.

Job Description:

SBS is seeking a candidate who will be guiding the agency in carrying out its Equal Employment Opportunities functions. SBS is committed to fostering a discrimination-free and a diverse and inclusive work place. The Equal Employment Opportunity Office (EEO) within SBS is responsible for ensuring compliance with federal, state, and city employment laws, which prohibit workplace discrimination through the implementation of the agency's EEO complaint and investigation procedures.

The EEO Officer oversees complex and confidential investigations into allegations and complaints of employment discrimination. Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, the EEO officer is responsible for the development and implementation of Citywide policy guidelines on equal employment opportunity.

Specific Responsibilities:

- Managing all aspects of EEO operations, including the review, analysis and assignment of cases and supervision of assigned staff.
- Establish enforcement strategies with respect to EEO and monitoring compliance with promulgated policies and procedures.
Overseeing EEO case management, including maintenance of an updated log that tracks each EEO and Reasonable Accommodations (RA) request, with data on intake date, facts, status of inquiry, close date, and conclusion.
- Advising the agency Disability Rights Coordinator and managing Reasonable Accommodation process and requests.
- Supervising the EEO Training Coordinator concerning scheduling and training for EEO staff and counselors.
- Preparing monthly, quarterly and annual Department of Citywide Administrative Services (DCAS) reports.
- Collecting EEO statistics and providing analysis as necessary.
Assisting with the development of strategic goals to implement the EEO Plan.

Preferred Skills:

- Law degree with significant experience and knowledge in labor and employment issues, workplace Civil Rights and Diversity issues, and applicable EEO Laws;
- Strong analytic skills, including the ability to perform statistical analyses of data relating to compliance with promulgated policies and procedures;
- Strong organization and communication skills; ability to maintain a high degree of confidentiality; excellent interpersonal skills as the incumbent will be interacting with a diverse group of personnel at all levels

Qualifications:

- A master's degree from an accredited college 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 two years 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; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:
EEO Officer to: careers@sbs.nyc.gov

Salary: Commensurate with Experience

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038