

## JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: HUMAN RIGHTS SPECIALIST</b>	<b>LEVEL: 1</b>
<b>TITLE CODE NO: 55018</b>	<b>SALARY: \$47,933-\$52,853</b>
<b>OFFICE TITLE: DISCRIMINATORY HARASSMENT INVESTIGATOR</b>	<b>WORK LOCATION: 153-01 Jamaica Ave, 2<sup>nd</sup> Floor Queens, NY 11432</b>
<b>DIVISION/WORK UNIT: COMMUNITY RELATIONS BUREAU</b>	<b>NUMBER OF POSITIONS: 1</b>
<b>HOURS/SHIFT: DAY, 9-5; ON OCCASION, CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.</b>	

### 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.

The Commission is seeking to hire a qualified Human Rights Specialist, with particular expertise and knowledge about Queens and the diverse immigrant communities within the borough, to serve in the CRB.

**Job Description:**

- Assist with community-based outreach about the NYCHRL and issues related to the law to community groups, tenant groups, grass-roots organizations, educational institutions, non-profit organizations, private entities, faith based institutions and governmental agencies. Especially, identify underserved populations and engage in developing creative and effective outreach strategies.
- Provide community and culturally appropriate response to bias incidents.
- Explore restorative responses to bias incidents in partnership with impacted communities.
- Provide technical assistance and trainings for community groups and community-based organizations to further the Commission’s work.

- Represent the Commission at public meetings, local neighborhood community projects, celebrations, and community events.
- Prepare and submit reports and forms in accordance with agency reporting requirements.
- Enter, update, and retrieve information on an electronic information storage system to facilitate agency operations.
- Performs all duties as needed to advance the work of the CRB and engage in intra-agency collaboration.

### **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 experience 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**

- Fluency in Spanish, French, or languages other than English.
- Advanced working proficiency in Microsoft Office program, Internet-based research, and computer skills.
- Well-organized, attentive to detail, assertive, and able to work independently and collaboratively.
- Strong oral and written communication skills.
- Excellent attention to detail and strong organizational skills.
- Familiarity with the NYCHRL and/or ability to read and understand laws, rules and regulations.
- Demonstrated aptitude with electronic file systems or other data management systems.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for **Job ID# 405753**

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for **Job ID# 405753**

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

**New York City Residency is Required Within 90 Days of Appointment.**

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN  
EQUAL OPPORTUNITY EMPLOYER**

POST DATE: 08/13/19

POST UNTIL: FILLED