

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: ASSOCIATE HUMAN RIGHTS SPECIALIST	LEVEL: 1
TITLE CODE NO: 55038	SALARY: \$56,746-\$65,258
OFFICE TITLE: PROGRAM & POLICY SPECIALIST FOR RACIAL AND RESTORATIVE JUSTICE	WORK LOCATION: 22 READE STREET, NEW YORK, NY 100077
DIVISION/WORK UNIT: OFFICE OF THE CHAIRPERSON (OC)	NUMBER OF POSITIONS: 1
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.	

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 Office of the Chairperson (OC) is responsible for directing the management of the agency; convening the members of the Commission (also referred to as “Commissioners”); setting the general policy direction for the agency; addressing intergovernmental affairs; engaging with other City agencies on human rights-related issues; responding to inquiries from the public regarding the Commission’s work; developing, reviewing, and negotiating legislation; promulgating legal enforcement guidance and rules; drafting and submitting comments to state and federal agencies during their rulemaking processes; and identifying new opportunities to advance the Commission’s mission. The OC also has a significant adjudicatory role to play in the law enforcement process, including issuing Decisions and Orders in cases filed at the Law Enforcement Bureau.

The Commission on Human Rights is seeking a full-time Policy and Program Specialist to support the agency’s work with community partners and other City agencies and its efforts in support of multiple Citywide initiatives. The Policy and Program Specialist will report to the Deputy Commissioner for Strategic Initiatives and will work closely with other staff in the OC, including the Deputy Commissioner for Policy and Intergovernmental Affairs and the Chief of Staff.

Job Description:

The Policy Analyst will ensure that the Commission is able to address traditional and emerging threats to human rights by:

- Fostering and managing partnerships between the Commission and communities of color, particularly Black communities across the five boroughs, in partnership with the Community Relations Bureau;
- Developing policy initiatives and partnerships to address race-based discrimination and other forms of racism;
- Researching and integrating restorative, reparative and transformative justice practices and supporting integration of these into the Commission's racial justice work;
- Working with the Community Relations Bureau on outreach and education programs to address race-based discrimination and other forms of racism;
- Developing mechanisms for assessing New Yorkers' experiences with race-based discrimination and analyzing resultant data;
- Working with staff in the OC to develop and execute strategies for educating housing providers, employers, providers of public accommodations and other relevant stakeholders about emerging forms of discrimination;
- Supporting the Commission's participation in multi-agency initiatives and working groups through research and analysis;
- Conducting research, analysis and writing projects in support of the Commission's partnerships with sister agencies;
- Participating in training programs, conferences, and other OC activities as requested.
- Performing all duties as needed to advance the work of the OC as assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of fulltime satisfactory professional experience in one or more of the following fields: intergroup relations*, equal opportunity, human rights, community relations, labor or industrial relations, law, social service, education, housing, research, investigation, personnel administration or public relations, which included report writing as an integral part of the duties. At least two years of this experience must have been in intergroup relations, equal opportunity, or human rights, which included report writing as an integral part of the duties; or
2. A four-year high school diploma or its educational equivalent and seven years of fulltime satisfactory professional experience as described in "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 all candidates must have at least two years of fulltime professional experience in intergroup relations, equal opportunity, or human rights.

* "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

- Demonstrated interest in public policy, particularly with respect to issues impacting communities of color and immigrant communities,
- Strong relationships with organizations and groups serving diverse communities in the City and five years' experience working with some of the following people and communities: immigrants; people of color; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; people with accommodations issues related to pregnancy, disability or religion; and people with criminal or arrest histories;
- Strong analytical, problem-solving, project management and time management skills;
- Must be well organized and able to work independently and collaboratively;
- Strong work ethic;
- Excellent attention to detail;
- Strong oral and written communication skills and ability to message effectively to multiple audiences.
- Strong people and leadership skills.

- Familiarity with the NYCHRL.
- Fluency in a language other than English, preferably one common in New York City.
- Previous experience in conflict resolution case management, and/or paralegal work a plus.
- Experience handling multiple priorities with competing deadlines.
- Proficiency in Microsoft Office programs.
- Ability to read and understand laws, rules and regulations

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# 431033**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 431033**

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

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

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

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

POST DATE: 01/29/20

POST UNTIL: FILLED