



**COMMISSION ON HUMAN RIGHTS**

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: COMMUNITY COORDINATOR</b>	<b>LEVEL: 00</b>
<b>TITLE CODE No: 56058</b>	<b>SALARY: \$48,895-\$75,900</b>
<b>OFFICE TITLE: PROCUREMENT &amp; COMPLIANCE ANALYST</b>	<b>WORK: 22 READE STREET, NEW YORK, NY 10007</b>
<b>HOURS/SHIFT: 9 A.M. – 5 P.M.; ON OCCASION CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR 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.

Reporting to the Director of Operations, the Procurement and Compliance Analyst will be responsible for providing fiscal, compliance and operational support to the Commission’s Operations Unit.

**Job Description:**

The Procurement and Compliance Analyst will be responsible for managing all aspects of the M/WBE Program including, but not limited to, setting M/WBE’s participation goals, monitoring contract compliance with set goals, coordinating pre-bid conferences, creating power point presentations, reports, charts and tracking systems, attend all M/WBE related meetings and conferences, act as a liaison between city, minority & women-owned businesses and minority organizations review and approve all Requests for Approval of Subcontractors (RFAS) and review Vendors Requests assist in ensuring all requirements mandated by the Minority and Women’s Business Enterprise (M/WBE). In addition, the Procurement and Compliance Analyst will also be responsible for Local Law 129 and the updated Local Law 1 are adhered to, Office of Occupational Safety, Health and Administration (OSHA), Directive 1 and all other compliance issues as required by the agency.

The Analyst will also be responsible for preparing and submitting all agency procurements and encumbrances including task orders, contracts and reports that must be submitted to oversight agencies (e.g. the Comptroller's Office and MOCS) for approval, maintain details of the encumbrances which will include, but is not limited to, vendor names, budget and object codes, dollar amounts, collecting financial data and preparing reports, projections and recommendations.

In addition, the Analyst will monitor compliance programs that include reviewing financial, administrative, and program data and documentation to determine compliance with regulations, collaborating with program areas, identifying and communicating monitoring issues in need of urgent resolution to the Director of Operations, following up on all compliance issues, proposing resolutions, maintaining records, attending meetings and managing schedules.

The duties of the position include, but are not limited to, the following activities:

- Ability to respond quickly and accurately to discrepancies discovered during compliance monitoring through established communication channels;
- Develop and implement monitoring schedules based on the results from the risk assessment analysis;
- Submit detailed and thoroughly written monitoring reports to the Director of Operations for review and approval;
- Perform site visits to ensure activity performed at discreet locations is being performed in accordance with standards;
- Prepare all encumbrances and task orders, including but not limited to those to be submitted to the Office of the Comptroller;
- Prepare necessary documents for administration of federally funded grants;
- Maintain agency file and tracking system related to compliance, procurement and other budget documents;
- Assist in special projects as directed by the Director of Operations or executive staff; and
- Perform all duties as needed to advance the work of the Operations Unit and the Commission as a whole.

### **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

- 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.
- Must be well organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Excellent attention to detail and organizational skills.
- Three (3) to (5) years of experience in budget administration and operations.
- Proficiency in computer skills including Excel (spreadsheets), PowerPoint and all other Microsoft Office programs.
- Ability to effectively and efficiently manage multiple projects and responsibilities.
- Strong oral and written communication skills.
- Strong people skills and leadership skills.
- Familiarity with the NYCHRL.
- Knowledge of the City's procurement processing system and the Procurement Policy Board Rules.
- Ability to use FMS 2/3, Info Advantage, APT, DMSS, Access On-line and OGS databases.

### 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 #: 254030

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID #: 254030

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED, SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.**

**\*\*NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. \*\***

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

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.

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

POST DATE:

POST UNTIL FILLED: