

CHIEF DIVERSITY OFFICER (FINANCE)

General Statement of Duties and Responsibilities

Under executive direction, oversees the diversity recruitment efforts at the agency serving as the lead in marketing the agency's brand to the public and outside entities in order to attract diversified candidates; designs, implements, assesses and gains support for diversity and inclusion efforts agency-wide, with particular focus on staff development and retention; develops strategies and initiatives specific to diverse workforce planning by fostering and maintaining an inclusive workplace culture, designing diversity and inclusion leadership competencies, Equal Employment Opportunity (EEO) compliance, and the overall measurement of recruitment, retention practices and professional advancement. All personnel perform related work. This is a management class position.

Examples of Typical Tasks

Assists Human Resources staff with creating best practices to enhance workplace morale and identify and develop high potential talent; assume overall responsibility for diversity recruitment.

Creates programs to generate interest and extend the Department of Finance's presence in applicable markets, to enhance diversity, inclusion and minority and women-owned business enterprise (M/WBE) participation.

Works closely with the Training Unit and the EEO Officer to develop training to educate employees and managers on how to recognize, accommodate and appreciate individual difference and how these can be introduced and integrated to assist in meeting agency goals.

Develops metrics for measuring the effectiveness of the agency's diversity initiatives implemented and prepares annual reports to senior management on the value of the initiatives.

CHIEF DIVERSITY OFFICER, (FINANCE) (continued)

Examples of Typical Tasks (continued)

Overall research and analysis of diversity labor relations activities;

Recommends new diversity research programs or changes in established programs to meet the goals of the agency;

Establishes and maintains cooperative relationships with other public and private diversity research and benefit groups for the purpose of exchanging information and developing new programs.

Works with agency Legal staff and external agencies such as the Department of Citywide Administrative Services and the Law Department to comply with City requirements specific to diversity and EEO, as well as any court and local, state and federal mandated requirements.

The CDO also serves as the department's Accessibility Coordinator overseeing its plans and initiatives to make public facing, citywide technology more accessible to people of all abilities, such as the City's official website and the City's public pay telephone infrastructure. In this capacity, the CSO works closely with the Mayor's Office for People with Disabilities and assists DOF staff in designing innovative ways to provide for New Yorkers with disabilities.

Qualification Requirements

1. A baccalaureate degree from an accredited college in business or public administration, labor or industrial relations, and four years of full-time professional experience in labor research and analysis, employment benefit design and benefit program evaluation, diversity inclusion, or Equal Employment Opportunity (EEO) related field, 18 months of which must have been in an executive, managerial, administrative or supervisory capacity.

CHIEF DIVERSITY OFFICER, (FINANCE) (continued)

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.