



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Executive Agency Counsel, M-II	Title Code # 95005
OFFICE TITLE Deputy Director	SALARY \$57,244-Minimum salary for full-time employees with less than 2 years of City Service \$61,732-Minimum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT Office of the Fire Commissioner / EEO	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

The Deputy Director will provide support to the Assistant Commissioner in managing the Equal Employment Opportunity (EEO) Unit; review, analyze, manage attorneys, and assignment of cases; assess and handle sensitive and complex investigations; oversee the Disability Rights Coordinator and assist with managing the reasonable accommodations process; coordinate with the Director of Training to identify any new areas of concern and proactively modify curriculum and compliance duties. Prepare monthly, quarterly and annual Department of Citywide Administrative Services reports; collect EEO statistics and coordinate EEO data and information; assist with the development and implementation of strategic goals to implement the FDNY EEO Plan; oversee the clerical and administrative staff in the EEO Unit.

QUALIFICATION REQUIREMENTS:

1. Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

PREFERRED SKILLS:
Preference will be given to applicants with significant experience and knowledge in labor, employment, workplace civil rights and diversity issues and applicable EEO Laws.
Strong communication skills and an ability to maintain a high degree of confidentiality are essential.
Excellent interpersonal skills are required and must be able to interact with a diverse group of personnel at all levels of FDNY.

NOTE: New York City residency is 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. Please note that only candidates considered for an interview will be contacted.

TO APPLY:
NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID #192296.

DATED: May 15, 2015 ***POST UNTIL*:** June 4, 2015

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "America's Best Employers 2015"
The Fire Department is an Equal Opportunity Employer.*