

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: EXECUTIVE AGENCY COUNSEL	LEVEL: M2
TITLE CODE NO:	SALARY: \$125,000 (PER ANNUM)
OFFICE TITLE: ASSISTANT COMMISSIONER – HOUSING AND PUBLIC ACCOMMODATIONS	WORK LOCATION: 22 READE STREET, NEW YORK, NY 10007
DIVISION/WORK UNIT: LAW ENFORCEMENT BUREAU	
HOURS/SHIFT: DAY, 9-5; CANDIDATES MAY 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 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.

Assistant Commissioners help manage the process by which the LEB enforces the New York City Human Rights Law through the investigation and prosecution of complaints of violations filed by members of the public and through Commission-initiated investigations. Assistant Commissioners oversee the work of the Supervising Attorneys and Staff Attorneys and other staff investigating public complaints and representing the Commission in settlements and litigation of cases at the Office of Administrative Trial and Hearings (OATH). Assistant Commissioners work with the Deputy Commissioner for Law Enforcement on ensuring timely completion of investigations of public and Commission-initiated investigations, conciliation agreements, cases at OATH and to identify and develop affirmative litigation and Commission-initiated investigations.

Responsibilities include:

- Supervising LEB Supervising Attorneys and other staff in housing and public accommodations discrimination cases.
- Assisting and directing Housing and Public Accommodations Supervising Attorneys manage their teams, ensuring timely completion of investigations of violations of the NYCHRL in housing and public accommodation and the post-resolution processes, as well as with overall documentation and file maintenance.

- Supervising LEB attorneys and other staff in the investigation of complaints of violations of the NYCHRL.
- Lead and manage the LEB team’s employment docket under the direction of the Deputy Commissioner.
- Guide and oversee supervision of LEB attorney teams and by assisting Supervising Attorneys with direct and indirect supervision of housing and public accommodations matters which are publicly filed and identify pattern and practice violations.
- Supervising LEB Supervising and staff attorneys in the litigation of housing and public accommodations discrimination cases before the OATH from discovery and trial through and including issuance of an Administrative Law Judge recommendation and issuance of a Commission decision and order.
- Maintaining a personal caseload of housing and public accommodations cases under investigation and prosecution.
- Review and develop processes associated with agency-initiated complaints and proposing improvements of such processes.
- Working with Supervising Attorneys, and staff attorneys to ensure that information provided in the public complaint process is used to identify systemic discrimination and repeat violations that may warrant Commission-initiated investigations.
- Working with the Deputy Commissioner on statistics and reports related to the agency’s reporting requirements as well as guidance on compliance with the NYCHRL.
- Collaborating with the Commission’s Community Relations Bureau to provide trainings and targeted community outreach programs and to engage in coordinated approaches to rooting out systemic discrimination.
- Representing the Commission at community events, speaking engagements, and at bar associations.
- Supporting the overall vision, values and mission of the Commission and provide leadership support for the Commission’s key strategic areas.
- Advising the Commissioner on proposed legislation and other policy matters.
- Other responsibilities assigned by the Deputy Commissioner and Commissioner to help effectively and efficiently run LEB.

Qualification Requirements

Admission to the New York State Bar; and seven to twelve years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, thirty-six 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

- Seven to twelve years of litigation experience in anti-discrimination law, employment law, or other civil rights-related areas.
- Experience conducting discovery, reviewing documents and taking depositions or with trial testimony.
- Demonstrated commitment to public service and strong work ethic.
- Exceptional organization skills and attention to detail.
- Strong oral and communication skills.
- Strong people skills and leadership skills.
- Experience working as part of a team and ability to work collaboratively.
- Ability to engage with diverse members of the public in a culturally competent manner.
- Familiarity with the NYCHRL.
- Fluency in a language other than English, preferably one common in New York City.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# 590100**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 590100**

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 Not Required For This Position.

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

POST DATE: 06/13/2023

POST UNTIL: UNTIL FILLED