

**City of New York  
DEPT OF CITYWIDE ADMIN SVCS  
Job Posting Notice**

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> 02
<b>Title Code No:</b> 30087	<b>Salary:</b> \$71,423.00 ~ \$87,763.00
<b>Title Classification:</b> Non-Competitive	<b>Frequency:</b> Annually
<b>Business Title:</b> Investigations and Compliance Officer	<b>Work Location:</b> 1 Centre St., N.Y.
<b>Division/Work Unit:</b> Office of Citywide Equity & Inclusion	<b>Number of Positions:</b> 1
<b>Job ID:</b> 589906	<b>Hours/Shift:</b> Day

**Job Description**

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York. Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at [nyc.gov/dcas](http://nyc.gov/dcas) to learn more about the work we do.

DCAS' Citywide Equity and Inclusion (CEI) provides critical guidance and support to all city agencies ensure the proper implementation and adherence to federal, state and city mandated workplace non-discrimination policy and procedures, including responsibilities under the New York City Charter and promulgated by the citywide EEO Policy: The City of New York Equal Employment Opportunity Policy (2021). The mission of DCAS's Citywide Equity and Inclusion (CEI) is to foster the City of New York's emergence as an innovative and global leader in equitable, diverse and inclusive employment practices. CEI is responsible for the development of the City's EEO Policy and other equal employment opportunity (EEO)- best practice guidance impacting the workforce across over 80 agencies (mayoral or non-mayoral).

The Investigation and Compliance Unit, to which this position belongs, updates and provides guidance to agency EEO Officers on investigative and reasonable accommodation processes, develops and presents legally mandated non-discrimination training curricula, conducts very time-sensitive high level discrimination complaint investigations when the EEO Officer or agency head is a party.

CEI develops and collaborates on strategies that fulfill the City's EEO mandates, under local laws and executive orders, and equity and inclusion initiatives that drive the development, engagement, advancement, and retention of a diverse and inclusive workforce. CEI also guides city agencies as they establish their own D&I strategies through the charter-mandated annual Diversity & EEO plans that set forth objectives and best practices to implement EEO policies, promote equitable workforce practices, and create engaging and respectful workplace environments.

Under the direction of the Director, Investigations and Compliance Unit, the Investigations and Compliance Officer will:

- Provide guidance to agency EEO personnel on proper interpretation and application of EEO Policy, investigative practices, and requests for reasonable accommodations.

- Assess complaints, inquiries and process-related questions presented to CEI from employees throughout the city and take subsequent appropriate actions.
- Conduct EEO investigations in accordance with CEI's mandate, and conferring, as appropriate, with the DCAS Office of the General Counsel and the Law Department.
- Prepare investigative reports and make associated recommendations in accordance with EEO Policy.
- Establish metrics to evaluate EEO compliance across the City.
- Conduct audits and routine reviews of agency EEO complaint files, training records, training content, instructor-led workshops, and the use of complaint tracking systems.
- Ensure agency compliance with the submission of annual and quarterly EEO/Diversity & Inclusion plans and reports.
- Analyze citywide trends, including inquiry and complaint data, and offer appropriate guidance to agencies in addressing necessary shifts in workplace culture and other systemic concerns.
- Formulate and monitor enforcement strategies with respect to new legislation, regulations and policy.
- Develop policy and guidance memoranda to drive increased compliance with EEO, diversity and inclusion, anti-harassment /anti-discrimination policies.
- Establish a standardized review and approval protocol for agency delivered EEO training and policy statements.
- Plan and conduct training on investigative protocols/procedures, complaint filing and tracking, and other EEO-related topics.
- Work collaboratively with the General Counsel's Office and the Human Capital Division on compliance related to workforce data, training content, and other projects, as needed.
- Conduct legal research on EEO and employment-related issues and relevant legislation.
- Travel to meet with city officials, employees and members of the public as part of investigative interviews or processes, training and compliance-related meetings or events.
- Perform additional duties as required..

### **Minimum Qualifications Requirements**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

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

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

## Residency Requirement

New York City Residency is not required for this position.

## Public Service Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

## Preferred Skills

The candidate must have a demonstrated ability in the following areas:

- Understanding of federal, state and local laws and regulations relating to equal employment opportunity.
- Proven work experience developing and administering EEO compliance, investigatory and reasonable accommodation policies.
- A working knowledge of mediation and alternate dispute practices.
- Demonstrated experience conducting investigations, knowledge of proper objective interview techniques and due process principles.
- Knowledge and experience with handling EEO and employment-related matters, including the investigation of and response to EEO complaints filed at various human rights regulatory venues.
- Demonstrated interest in public service and prior experience working in a government setting and familiarity with the relevant processes and practices of EEO professionals.
- Detail-oriented, excellent analytical skills, including knowledge of statistical methods, critical thinking and problem-solving skills.
- Ability to organize, synthesize and analyze complex information and problems, including to review facts and assess relevant issues from a regulatory perspective.
- Superior presentation, verbal and written communication skills, including the ability to build coalitions of stakeholders and nurture relationships.
- Strong organizational and follow-through to coordinate work plans, prioritize assignments and meet deadlines; High degree of professionalism, courtesy, strong work ethic, integrity, regard for confidentiality and ability to work with discretion on sensitive matters.
- Ability to adapt to new situations, collaborate with team members, and work under pressure with minimal supervision, when necessary.

## To Apply

Please go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID #. 589906

For current City employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess) and log into Employee Self Service.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

