



VACANCY NOTICE

THIS IS A REPOSTING OF TRANSMITTAL #057-2011-85794-I-OFC

AGENCY: Fire Department
BUREAU: Office of the Fire Commissioner/EEO Office

TRANSMITTAL NO. 057-2011-85794-I-OFC
DATE: April 15, 2011
CLOSE OF BUSINESS: April 29, 2011

PAYROLL TITLE	TITLE CODE	OFFICE TITLE (if applicable)	SALARY	WORK LOCATION	ANTICIPATED DATE OF FILING
Administrative Staff Analyst M-III	10026	Assistant Commissioner Equal Employment Opportunity (EEO)	Minimum salary \$60,740 Maximum salary \$125,000	9 MetroTech Center Brooklyn, New York	A.S.A.P.

JOB DESCRIPTION:

Reporting directly to the Fire Commissioner, the Assistant Commissioner for EEO will consult with HR, Labor Relations and advise executive and supervisory staff on EEO and diversity matters. Ensure the Agency's compliance with Federal, State and City laws, rules and regulations concerning EEO and HR. Develop FDNY's EEO/HR plan. Assist in the development of FDNY's overall strategic goals and diversity initiatives. Review FDNY's hiring practices including the job postings, selection processes, promotions, transfers and separations. Develop and coordinate FDNY's EEO policies and procedures for its workforce. Conduct and supervise the investigations of complex internal EEO cases, overseeing legal research and analysis. Manage and supervise EEO Office personnel including attorney investigators, EEO counselors and administrative staff. Consult with Legal on external EEO cases. Prepare advisory memos and investigation reports including recommendations to the Fire Commissioner concerning case or issue resolution. Establish and deliver EEO Awareness training for its workforce (including, but not limited to, basic EEO anti-discrimination prevention laws, sexual harassment and other harassment prevention, disability and reasonable accommodation laws and other related topics). Prepare monthly, quarterly, and annual reports (statistical, compliance, progress against goals). Assist in the coordination of events to foster an inclusive workforce. Represent FDNY and liaison with other agencies concerning EEO matters.

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning / administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

PREFERRED SKILLS:

Preference will be given to applicants with a law degree and significant experience and knowledge in labor and employment issues, workplace civil rights and diversity issues and applicable Federal and local EEO laws, regulations and policies; general knowledge of NYC government personnel administration; managing investigations for a large scale organization; policy and program development, policy and statistical analysis and organization of personnel and resources. Strong communication skills and an ability to maintain a high degree of confidentiality are essential. Excellent interpersonal skills are required as candidate must be able to interact with a diverse group of personnel at all levels of the FDNY.

NOTE: New York City residence is required within 90 days of appointment.

Only those candidates considered for an interview will be contacted.

The Fire Department is an Equal Opportunity Employer.

MAIL OR FAX COPY OF RESUME TO:
NYC FIRE DEPARTMENT
9 METROTECH CENTER – 6TH FL.
BROOKLYN, NY 11201
ATTN: ASST. COMM. FOR HUMAN RESOURCES
FAX NO. (718) 999-7128
REFER TO TRANSMITTAL #057-2011-85794-I-OFC