

**City of New York  
DEPT OF DESIGN & CONSTRUCTION  
Citywide Job Posting Notice**

<b>Civil Service Title:</b> Staff Analyst	<b>Level:</b> 01
<b>Title Code No:</b> 12626	<b>Salary:</b> \$48,620/\$55,913-\$66,195
<b>Business Title:</b> EEO Coordinator	<b>Work Location:</b> 30-30 Thomson Avenue, LIC, NY
<b>Division/Work Unit:</b> Office of The Commissioner/Equal Employment Opportunity	<b>Number of Positions:</b> 1
<b>Job ID:</b> 262154	<b>Hours/Shift:</b> 35 Hours

**Job Description**

**Only candidates who are permanent in the Staff Analyst title or those who are reachable on the current Staff Analyst list (Exam # 5045) may apply. Please include a copy of your Notice of Result card or indicate if you are already permanent in the title. Failure to do so will result in your disqualification.**

Under the direction and supervision of the Director of EEO, the selected candidate will assist with the development of the annual EEO training plan; coordinate, schedule, monitor EEO training and discussion compliance; enter data and track progress using the database and other tracking tools. The coordinator will accurately input and maintain information related to inquiries, requests, complaints and EEO indicators in the EEO Database and tracking systems; collect, analyze, and examine recruitment data. Additional responsibilities include: coordinating and scheduling information sessions, seminars, wellness events; co-facilitating introductions and employee orientations; organizing the OEEEO Engagement, Inclusion and Wellness Calendar; liaising with our agency partners, professional organizations, employee resource groups and cultural committees, external guests and speakers; and assisting with the planning, promotion and implementing of all agency diversity, cultural, wellness engagement and emphasis programs, initiatives, events, and completing special assignments as needed.

**Minimum Qualification Requirements**

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor 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.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

**Preferred Skills**

Confidentiality, discretion, and excellent verbal and written communications skills are required. Candidates must be proficient in MS Office (Excel, Outlook, Access and Publisher) and have the ability to multi-task and work with staff at all levels of the agency. Prior EEO experience and experience with inventory tracking preferred.

**Residency Requirement**

New York City residency is generally 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. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID# 262154.

For all other applicants, please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs), go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 262154. Do not email, mail or fax your resume to DDC directly. No phone calls will be accepted.

<b>Posting Date:</b> 09/13/2016	<b>Post Until:</b> Filled
---------------------------------	---------------------------

**The City of New York/NYC Department of Design and Construction is an Equal Opportunity Employer**