

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

Civil Service Title: Principal Administrative Associate	Level: 02
Title Code No: 10124	Salary: \$47,951/\$55,144-\$69,703
Business Title: EEO Coordinator	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Office of The Commissioner/Equal Employment Opportunity	Number of Positions: 1
Job ID: 262379	Hours/Shift: 35 Hours

Job Description

Only candidates who are permanent in the Principal Administrative Associate title or those who are reachable on the current Principal Administrative Associate list (Exam # 8068) 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 baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

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# 262379. For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 262379. Do not email, mail or fax your resume to DDC directly. No phone calls will be accepted.

Posting Date: 09/13/2016	Post Until: Filled
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