



CITY OF ALBANY
ADMINISTRATIVE SERVICES
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KATHY M. SHEEHAN
MAYOR

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DIRECTOR OF HUMAN RESOURCES

PLEASE POST CONSPICUOUSLY
December 28, 2018

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Chief Diversity Officer
Administrative Services

The **Department of Administrative Services** has one (1) vacancy for the position of **Chief Diversity Officer** at a rate of **\$60,000-\$70,000/year at 37.5 hours per week.**

This position is pending Municipal and New York State Civil Service Classification. An individual who meets the minimum qualifications as stated in the job description may fill this position on a provisional basis. New York State Civil Service has the final authority to decide whether this position is testable.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. **Tuesday, January 29, 2019.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
TUESDAY, JANUARY 29, 2019
An Equal Opportunity /Affirmative Action Employer

CHIEF DIVERSITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional leadership position in the Department of Administrative Services under the supervision of the Commissioner of Administrative Services, the incumbent in this position assists with all phases of enforcing and monitoring City, State and Federal compliance standards and regulations that relate to ensuring nondiscrimination. The incumbent in this position is responsible for coordinating efforts to foster and support diversity, equity and inclusion as core values throughout all City Departments. This position assures nondiscriminatory recruiting and promotion by the City of Albany. This position may entail training on a variety of topics and investigating complaints of discrimination.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops strategies to monitor and evaluate City-wide progress for creating a diverse, equitable and inclusive work environment;
- Defines and communicates internal quality standards for inclusive culture and engagement programs, and ensure that all aspects of the programs are executed against those standards;
- Coordinates and assists with the implementation of events and activities that promote diversity and tolerance;
- Provides support and assistance to promote the objectives of the City of Albany Equal Employment Opportunity Office;
- Investigates employment practices and/or alleged violations of law to document and correct discriminatory factors;
- Collects data and prepares periodic reports for federal, state and local agencies such as the City's EEO 4 Report and the annual report to the Mayor and Common Council, and makes recommendations on ways to enhance participation;
- Provides or arranges training on issues such as sexual harassment, diversity, affirmative action and other areas;
- Provides information, technical assistance, or training to supervisors, managers, or employees on issues such as sexual harassment, diversity and inclusion, affirmative action and other related areas;
- Acts as staff and provides technical assistance to the City of Albany Commission on Human Rights;
- Assists City of Albany and Common Council search committees to ensure diverse pool of qualified candidates;
- Assists in implementation of the City's Minority/Women's Business Enterprise (MWBE) Ordinance;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of Federal and State mandates and laws relating to equal employment opportunity and affirmative action dealing with employment in the public sector in New York State;
- Working knowledge of federal, state and local mandates and laws relating to fair housing practices and standards;
- Ability to establish amiable relations with persons from a variety of fields and with a broad range of socio-economic backgrounds;
- General knowledge of procedures used in collecting and interpreting statistical and demographic data;
- Ability to travel to offsite locations within a reasonable timeframe;
- Ability to evaluate internal procedures;
- Ability to exercise independent judgment;
- Ability to establish and maintain good working relations with others;
- Ability to keep records and prepare reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree and one (1) year of full-time, paid experience in diversity, affirmative action, equal employment opportunity, MWBE compliance, civil rights or similar programs and/or experience in investigations or labor relations;
OR
- (B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and three (3) years of full-time, paid experience in diversity, affirmative action, equal employment opportunity, MWBE compliance or civil rights or similar programs and/or experience in investigations or labor relations;
OR
- (C) Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C), above.

NOTE:

Graduation from a regionally accredited or New York State registered law school with a Juris Doctor (J.D.) Degree may be substituted for one year of qualifying experience.