

State Level Equal Opportunity (EO) Officer

Under the direction of the Executive Deputy Commissioner, the Chief Risk Officer and Special Counsel for the New York State Department of Labor's (NYSDOL) Office of Ethics & Compliance (OEC) and Workforce Innovation and Opportunity Act (WIOA) Equal Opportunity (EO) Officer directs the statewide development, implementation, evaluation and monitoring of Equal Opportunity and Diversity and Inclusion (D&I) policies and programs. Responsibilities include:

1. Monitoring the statewide development and implementation of EO/D&I plans and policies, as required by State and Federal laws, rules and regulations.
2. Directing the monitoring of all NYSDOL operating units to ensure compliance with State and Federal laws, rules, regulations and guidelines.
3. Interpreting EO/D&I laws, rules, regulations and policies for EO Specialists, program managers and individual employees; provides technical assistance as needed.
4. Reviewing staff monitoring and compliance reports of NYSDOL operating units to determine the need for enforcement of EO/D&I goals and timetables.
5. Assisting in the development of employer service information, general labor information brochures and other equal employment-related pamphlets to inform NYSDOL staff, Local Workforce Development Areas (LWDAs), Career Center operators, training and service providers, and the general public of their rights and responsibilities as it relates to nondiscrimination requirements under the Workforce Innovation and Opportunity Act, Section 188.
6. Coordinating and monitoring NYSDOL compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990. Serving as the Alternative Designee for Reasonable Accommodation (DRA)/ADA Coordinator.
7. Collaborating with the Department of Civil Service and NYSDOL personnel staff in reviewing departmental hiring, promotion, examination, training and career opportunity policies and procedures to eliminate "illegal bias" and other selection barriers and implement positive affirmative action efforts designed to improve the recruitment, retention and career mobility of qualified protected class candidates.
8. Establishing and utilizing recruitment resources to locate qualified target group candidates to assist NYSDOL offices in meeting EO/D&I goals.
9. Overseeing the investigation of complaints of discrimination against NYSDOL or its staff made by the public; as well as all complaints of discrimination by WIOA Title I recipients and participants filed at the state level.
10. Maintaining liaisons with the New York State Division of Human Rights, U.S. Department of Labor's Civil Rights Center (CRC), and other State and Federal agencies in matters relevant to legal restriction or mandates on EO/D&I operations.

11. Monitoring WIOA programs to assure that all program contractors comply with State and Federal EO/AA requirements regarding nondiscrimination.
12. Overseeing the development and implementation of training seminars, conferences and workshops for NYSDOL program managers, supervisors, line staff, equal opportunity representatives and program contractors. Overseeing the process to provides technical assistance and training to LWDA's on nondiscrimination policies under WIOA.
13. Coordinates the special projects and reports as directed by the Commissioner of Labor.

Minimum Qualifications

A bachelor's degree and six years of experience in the field of equal employment opportunity, human rights or affirmative action. Qualifying experience includes experience with community service organizations concerned with affirmative action, equal employment opportunity, civil rights, diversity management, minority business development, or similar programs; experience in recruiting, training, and upgrading the educational and job qualifications of protected class members; and personnel administration or labor relations experience directly related to affirmative action. At least two years of this experience must have been at a management or supervisory level.

Note: Two additional years of such experience may be substituted for a Bachelor's degree. A Master's degree may substitute for one year of the general experience. For current information on qualification requirements contact the Division of Staffing Services.