

NEW YORK STATE DIVISION OF HUMAN RIGHTS

**JOB OPPORTUNITY
(NEW MINIMUM QUALIFICATIONS)**

DATE POSTED: APRIL 1, 2020	POSTING END DATE: UNTIL FILLED
TITLE:	FIRST DEPUTY COMMISSIONER
GRADE/NEGOTIATING UNIT	NS / M/C
JURISDICTIONAL CLASS	EXEMPT
ANNUAL SALARY	TBD
LOCATION:	BRONX, NY

DUTIES DESCRIPTION

Reporting directly to the Commissioner of the New York State Division of Human Rights (DHR), the First Deputy Commissioner serves as the second-in-command of the agency and supervises all operations. The First Deputy Commissioner functions as an enabling agent for the Commissioner to carry out their overall duties and responsibilities in meeting the agency's mission. The First Deputy Commissioner serves as primary agency liaison with the Executive Chamber and the Division of the Budget on policy and budgetary matters, and formally represents the agency with other State agencies, government officials and members of the Legislature. The First Deputy Commissioner oversees administrative tasks, operations and policies of DHR and several units within DHR, which may include Regional Affairs and Federal Programs, Finance, Human Resources and Training. The First Deputy Commissioner also takes on a leading role in developing operational, administrative policies for DHR. The First Deputy Commissioner also interfaces with the General Counsel on a variety of agency issues including legislation, litigation and other operational matters. In addition, the First Deputy Commissioner manages the transition and implementation of programs at the agency.

Specific duties include:

- Oversee all agency operations.
- Advise the Commissioner on policies, procedures, and legislative proposals to improve agency operations, and participate in executive decision making in all areas of the agency's operations.
- Lead in the development and implementation of agency policies and procedures.
- Plan for long-term facility needs, including collaborating on future capital budgets, conducting facility assessments, and scoping projects.
- Supervise agency units as determined by Commissioner including but not limited to Regional Affairs and Federal Programs, Finance, Human Resources and Training.
- Direct senior staff in implementing short- and long-term agency and executive priorities.
- Develop and monitor the implementation of programs for alignment with the agency's strategic plan, mission, and performance goals.
- Direct the performance of special assignments as assigned by the Commissioner and/or the Executive Chamber related to agency and state-wide projects.
- Manage the preparation of any necessary reports.

MINIMUM QUALIFICATIONS

Bachelor's degree and ten years of relevant experience. *

*Substitutions: four years of specialized experience or Associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

PREFERRED QUALIFICATIONS

- J.D strongly preferred.
- Significant experience in managing the day-to-day operations of organization.
- Proven experience planning, organizing, coordinating, and implementing strategies and mandates.
- Exceptional organizational and project management skills.
- Superior team management skills.
- Ability to cultivate a positive team environment with experience working collaboratively, building relationships at all levels of an organization to achieve objectives.
- Experience working with contracted vendors and providers a plus.
- Experience in program planning and monitoring, including budgeting and staffing.
- Ability to produce high-quality work product under tight deadlines.
- Ability to perform well in a fast-paced and dynamic environment.
- Excellent listening, speaking, and writing skills.
- Familiarity with government agencies is a plus.
- Detail-oriented.

Resumes should be sent to: Ali Jafri, Director of Human Resources Management
One Fordham Plaza, 4th Floor
Bronx, NY 10458
E-mail: resume@dhr.ny.gov

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