

1 NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: FEBRUARY 21, 2022 **POSTING END DATE: UNTIL FILLED**

TITLE: **HUMAN RIGHTS REGIONAL MANAGER 2 –
DIRECTOR OF HOUSING INVESTIGATIONS**

GRADE/NEGOTIATING UNIT: **NS / MANAGEMENT/CONFIDENTIAL**

JURISDICTIONAL CLASS: **EXEMPT**

ANNUAL SALARY: **\$120,000 (PLUS \$3,026 LOCATION PAY)**

LOCATION: **BRONX, NEW YORK**

POSITION SUMMARY

The Human Rights Regional Manager 2 is responsible for overseeing the work and overall operations of the Housing Investigations Unit. This person will be responsible for ensuring that the unit is meeting the mission of the New York State Division of Human Rights and the vision of the Commissioner, which includes, specifically, enforcing the Human Rights Law to the fullest extent possible; overseeing the operations of the office so to ensure that it is functioning effectively and efficiently; identifying problems throughout the region and solutions to those problems; overseeing and facilitating the investigation and resolution of discrimination complaints; building relationships with local community and advocacy groups; reaching out to the Division’s constituents to ensure that they know their rights and obligations and the Division’s role and responsibilities; ensuring that the investigatory process is managed and working in compliance with the standards set by the law and the Commissioner, assisting with conciliation matters between the parties as necessary; ensuring that the region is investigating thoroughly all complaints of discrimination and forwarding to hearing those cases where there is probable cause to believe the respondent unlawfully discriminated against the complainant;

DUTIES DESCRIPTION

Under the direct supervision of the Deputy Commissioner of Regional Affairs and Federal Programs the Regional Director shall:

- Plan, direct, and coordinate the work, operations, and activities of the Unit, including developing an annual operations plan that is tied to the Division’s mission and strategy.
- Ensure that the Division’s investigative goals and standards are met, as current office demands require, taking into consideration both the short- and long-range program objectives and requirements of the Human Rights Law (HRL) and other anti-discrimination laws.
- Ensure that the unit is investigating thoroughly all complaints of discrimination and forwarding to hearing all cases for which probable cause exists to believe there is a violation.
- Ensures that the Division is in compliance with HUD contract guidelines and investigation criteria for all dual-filed cases.
- Prepare written reports, charts, tables and analyses.

- Interact with a variety of subordinates, parties, witnesses, the press and public; communicates with HUD on an ongoing basis.
- Assist with outreach activities.
- Manage, train, and professionally develop staff.

MINIMUM QUALIFICATIONS

- a) Bachelor's Degree and Law Degree required, with admission to practice in the State of New York. Master's Degree in Business, Public Administration, or Public Policy may be substituted for a Law Degree if the incumbent has a strong background in civil and human rights and demonstrated managerial success;
- b) At least five (5) years of experience managing an office staff or equivalent supervisory experience; or
- c) A satisfactory equivalent combination of (a) and (b);
- d) At least five (5) years of legal experience, preferably as a practicing civil rights attorney or prosecutor (or equivalent noted above).

PREFERRED QUALIFICATIONS

- Must communicate clearly. Must be able to understand and articulate the position of the parties involved in a case in a succinct fashion.
- Ability to analyze the Human Rights Law, and familiarity with procedures necessary to complete an investigation.
- Ability to work in a fast-paced group setting.
- Ability to hold subordinate staff accountable.
- Ability to evaluate and critique work performance in a productive manner.
- Prior fair housing experience is a plus.

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

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An Equal Opportunity/Affirmative Action Employer

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