

**NEW YORK STATE DIVISION OF HUMAN RIGHTS**

**JOB OPPORTUNITY**

**(OPEN ONLY TO EMPLOYEES OF THE NYS DIVISION OF HUMAN RIGHTS)**

<b>DATE REPOSTED: MAY 16, 2022</b>	<b>POSTING END DATE: JUNE 17, 2022</b>
<b>TITLE:</b>	<b>HUMAN RIGHTS SPECIALIST 2</b>
<b>GRADE/NEGOTIATING UNIT</b>	<b>22 / PEF</b>
<b>JURISDICTIONAL CLASS</b>	<b>COMPETITIVE</b>
<b>STATUS</b>	<b>PROVISIONAL</b>
<b>ANNUAL SALARY</b>	<b>\$75,340 - \$95,392 (PLUS \$3,026 IN LOCATION PAY)</b>
<b>LOCATION:</b>	<b>HOUSING INVESTIGATIONS UNIT BRONX, NY</b>

**DUTIES DESCRIPTION**

Supervises a variety of regional office activities involved in carrying out anti-discrimination programs in areas of employment, housing, and public accommodations. Researches and acts as a resource on the New York State Human Rights Law and its application. Prepares recommended determinations for the Regional Director. Conducts and directs staff development programs as one component of a comprehensive performance management program. Participates in developing and implementing agency administrative policy.

Receives cases from the Regional Director and together with the Human Rights Specialist 1, determines strategy, tactics and appropriate case law to be utilized in the investigation of complaint at the time of assignment. Maintains communication with Human Rights Specialist 1 throughout the investigation, keeping abreast of developments and negotiating changes in strategy and technique. Assists staff members through individual and group conferences in analyzing case problems and in improving their investigative and analytical skills.

Reviews case files for completeness, accuracy, and probative value. Determines need for additional information. Processes recommended determinations based on the content of the file to the Regional Director.

Monitors the Case Management System (CMS) to ensure that investigative standards are being met, and develops corrective action plans for case processing problems that surface.

Intercedes in investigations or conferences that entail complex legal issues or unusual circumstances.

Conducts education and outreach activities

Supervises the intake unit.

## **MINIMUM QUALIFICATIONS**

One year of permanent, competitive, non-probationary service as a Human Rights Specialist 1, or a Human Rights Specialist 1 (Spanish Language).

The selected candidate must pass the next scheduled exam with a reachable score in order to be considered for a permanent appointment.

Resumes should be sent to:

Janaire Malloy  
Director of Human Resources Management  
One Fordham Plaza, 4<sup>th</sup> Floor  
Bronx, NY 10458  
Fax: (718) 741-3214  
E-mail: resume@dhr.ny.gov

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*An Equal Opportunity/Affirmative Action Employer.*

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via e-mail at Info@oer.ny.gov*