

NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: JUNE 22, 2023	POSTING END DATE: UNTIL FILLED
TITLE:	SENIOR DIRECTOR FOR REGIONAL AFFAIRS
GRADE/NEGOTIATING UNIT	NS / M/C
JURISDICTIONAL CLASS	EXEMPT
ANNUAL SALARY	\$120,000 - \$130,000 (COMMENSURATE WITH EXPERIENCE)
LOCATION:	TO BE DETERMINED

WHO WE ARE:

The New York State Division of Human Rights (DHR) is dedicated to eliminating discrimination, remedying injustice, and promoting equal opportunity, access and dignity through enforcement of the Human Rights Law. We accomplish our mission by: investigating, prosecuting and adjudicating discrimination cases; educating the public about their rights and responsibilities; creating policy and proposing legislation; and building community. To learn more about DHR, please visit <https://dhr.ny.gov>.

DUTIES DESCRIPTION

Reporting to the Deputy Commissioner for Regional Affairs and Federal Programs, the Senior Director for Regional Affairs will assist the Deputy Commissioner in facilitating the operations of the regional offices; assist in maximizing the productivity and effectiveness of the Division's regional offices; assist in the development and implementation of the regional Standard Operating Procedure; act as a liaison between the Deputy Commissioner and Regional Directors in implementing policy directives and special instructions; assists the Division with outreach activities; manage, train, and professionally develop regional staff; coordinate with local human rights commissions to monitor compliance with Memoranda of Understanding; assist the Deputy Commissioner in maintaining CMS integrity in regional and contracts unit.

MINIMUM QUALIFICATIONS

A bachelor's degree and six years of experience in the areas of directing and managing agency projects by conducting research, developing implementation strategies, providing oversight, implementing policies and procedures, and offering recommendations to program staff to resolve issues and ensure project timelines are met.

PREFERRED QUALIFICATIONS

Law degree preferred.

WHAT WE OFFER:

DHR offers its employees a comprehensive benefits package, including medical, dental, and vision coverage, and generous personal leave and vacation time. Employees can also take advantage of Flexible Spending Accounts (FSAs).

Please send a resume and cover letter to:

Janaire Malloy, Director of Human Resources Management
One Fordham Plaza, 4th Floor
Bronx, NY 10458
E-mail: resume@dhr.ny.gov

**NEW YORK STATE DIVISION OF HUMAN RIGHTS
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 Governor's Office of Employee Relations at (518) 474-6988 or via e-mail at Info@goer.ny.gov.