



**State  
Police**

**KATHY HOCHUL**  
Governor

**KEVIN P. BRUEN**  
Superintendent

**POSTING DATE: 06/17/2022**

**APPLICATION DUE BY: 06/27/2022**

**Title:** Equal Opportunity Specialist 3  
Starting Salary: \$82,383.00

**Location:** Division Headquarters, Office of Human Resources  
1220 Washington Avenue, Building #22  
Albany, New York 12226  
Albany County

**Grade:** M1

**Employment Type:** Full-Time

**Work Days:** Monday through Friday

**Union Representation:** Management/Confidential

The individual selected for this position will be assigned to Division Headquarters and serve as the Division EEO Compliance Officer and Affirmative Action Officer.

**DUTIES:**

- Maintaining a thorough knowledge of all laws applicable to equal employment opportunity issues, provisions, and policies, ensuring that the NYSP is in compliance with all appropriate mandates, as well as keeping abreast of emerging EEO issues relevant to the NYSP.
- Serving as one of Division's Affirmative Action Officer relative to Executive Order No. 187 and sitting on the NYS Affirmative Action Advisory Council.
- Serving as a member of the Division EEO Oversight Committee.
- Serving as a member of the Trooper Candidate Selection and Background Review Committee.
- Working closely with the Human Resources 2 (Specialized Training, Events & Staff Development) to ensure that relevant issues are included in HR related employee training programs such as valuing diversity and the prevention of sexual harassment.
- Attending seminars and conferences relevant to EEO and affirmative action issues.

### **DUTIES (Continued):**

- Maintaining liaison with the Office of Employee Relations (OER), Affirmative Action Council, Department of Civil Service, and other state and federal agencies relative to EEO and affirmative action issues.
- Conducting formal mediations between employees when necessary.
- Actively participate in the Division's continual recruitment efforts and provide advice.
- Coordinating and completing other projects as directed by the Deputy Superintendent – Employee Relations and the Director of Human Resources.
- Represent the Division at meetings, conferences, hearings, and community events.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's Degree and five (5) years experience in equal employment opportunity, human rights, or affirmative action. Qualifying experience includes experience with community service organizations concerning affirmative action, equal employment opportunity, civil rights, diversity management, minority business development, or similar programs; experience in recruitment, training, personnel administration or labor relations experience directly related to affirmative action.
- A Master's Degree may be substituted for two additional years of the experience described above.

### **Preference will be given to individuals who meet the following qualifications:**

- Superior written and communications skills.
- A sincere interest in promoting the concept of equality, fairness, and the value of diversity within the organization. Applicants shall submit a brief document expressing their views of diversity and affirmative action as it relates to this position.
- Knowledge of EEO related laws, and prior experience with handling EEO issues, EEO investigations, and/or conflict resolution/mediation. The applicant shall include a description of experience handling EEO issues, EEO investigations or conflict resolution/mediation, whether that experience has been with the NYSP or some other organization.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

**HOW TO APPLY:**

Kindly submit via U.S. Mail, FAX, or E-Mail a letter of intent and complete resume to:

Ms. MaryEllen Tedesco, Director of Human Resources  
Attention: Civilian Hiring Unit  
New York State Police  
Building 22  
1220 Washington Avenue  
Albany, NY 12226  
Phone: 518-457-3840  
Fax: 518-485-2293  
Email: [personnel@troopers.ny.gov](mailto:personnel@troopers.ny.gov)