



**Administration Division**  
**Office of Diversity and Inclusion – New York City or Albany**  
**Diversity and Inclusion/Equal Employment Opportunity Specialist**  
**Reference No. ODI\_DIEEO\_6361**

**Application Deadline is March 7, 2025**

The Office of the New York State Attorney General's (OAG) Offices of Diversity and Inclusion (ODI) and Equal Employment Opportunity (EEO) are seeking a highly collaborative self-starter who is committed to cultivating and promoting a culture of respect and inclusion with demonstrated experience investigating and resolving discrimination and harassment complaints to serve as the Diversity and Inclusion/Equal Employment Opportunity Specialist (Specialist). The Specialist works closely with the Chief Diversity and Inclusion Officer (CDIO) and Equal Employment Opportunity Officer (EEOO) to execute the agency's commitment to diversity, equity, inclusion, and accessibility (DEIA) and investigate and resolve complaints of discrimination, harassment, and retaliation in accordance with the Attorney General's Executive Orders and all applicable EEO-related laws and policies. The position is available in either the Albany or New York City office and reports to both the CDIO and EEOO.

**Duties:**

- Collaborate with the CDIO and EEOO to design, identify, coordinate, and execute agencywide initiatives and support the Offices of Diversity and Inclusion and Equal Employment Opportunity.
- Aide in the development of metrics to measure the effectiveness of DEI and EEO initiatives.
- Maintain knowledge of employment laws, regulations, human resources, and trends that support DEI and EEO best practices.
- Ensure allegations of discrimination and harassment are received, investigated, and responded to quickly with a high degree of confidentiality and professionalism.
- Assist with conducting and overseeing EEO investigations, including but not limited to analysis of complaints, determination of investigative plans, maintenance of accurate and thorough documentation of the investigative process, draft memorandums and investigative reports, and development of internal controls for formal and informal EEO complaints.
- Support the development, design, and presentation of agencywide trainings on discrimination, harassment, and DEI.
- Support the CDIO with preparing and releasing bi-annual surveys and reports.
- Assist the CDIO with expanding/enhancing managerial awareness, commitment, and accountability to DEI principals.
- Review OAG policies and staff communications to ensure inclusive and non-discriminatory language is used.
- Support the CDIO and EEOO in developing and updating DEIA and EEO policies, guidelines, and best practices.
- Develop and maintain communication strategies to promote DEI initiatives.
- Lead special projects and perform other duties as assigned.

**Qualifications:**

- At least one (1) year of prior relevant work experience investigating and resolving allegations of discrimination or harassment is required.
- Demonstrated knowledge and understanding of federal, state, and local laws related to discrimination, harassment, equal employment opportunities, and DEIA (e.g., Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act).
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise appropriate judgement based on an understanding of organizational policies and activities.
- Ability to work collaboratively with the CDIO and EEOO, to implement DEIA/EEO initiatives.
- Demonstrated knowledge of DEI practices and trends, including familiarity with key concepts (e.g., equity, cultural competence, unconscious bias).

- Practical experience designing and implementing DEI strategies and project plans to support effective implementation of related programs and initiatives.
- Experience serving on a project team and/or committee with the ability to work collaboratively with staff at all levels.
- Excellent analytical, problem solving, and project management skills, with the ability to manage multiple priorities, projects, and deadlines simultaneously and efficiently.
- Strong presentation, verbal, and written communication skills, including synthesizing information to distill critical issues and formulate recommendations that consider risks, benefits, and alternative perspectives.
- Demonstrated critical thinking skills and sound judgement, including the ability to handle confidential information and make situationally appropriate decisions requiring a high degree of sensitivity, confidentiality, and integrity.
- Experience working in diverse and dynamic settings.
- Availability for periodic travel within New York state to attend meetings, events, and trainings.

#### **Preferred Skills and Experience:**

- Prior work experience in a legal, law enforcement, or social services setting.
- Prior project management experience.
- Prior event management experience.
- Prior survey development and/or data analysis experience.
- Foreign language proficiency.

**The annual salary for this position is \$80,537 + \$3,400 in location pay (New York City location only).** As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

## **How to Apply**

**Applications must be submitted online.** To apply, please click on the following link: [\*\*ODI\\_DIEEO\\_6361\*\*](#)

**To ensure consideration, applications must be received by close of business on March 7, 2025.**

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Please indicate your location preference: New York City or Albany.
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that would enhance your ability to serve OAG's diverse workforce.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
  - A sample investigative report is preferred.
  - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**