

City of New York
DEPARTMENT OF SANITATION
Job Vacancy Notice

Civil Service Title: INVESTIGATOR (DISCIPLINE)	Level: 02
Title Code No: 06316	Salary: \$42,648 - \$60,719
Office Title: EEO Investigator	Work location: DSNY Equal Employment Opportunity Office, Manhattan
Division/Work Unit: Administration/EEO	Number of Positions: 1
Hours/Shift: 8am - 4pm	
Job Description	
<p>Performs highly confidential and sensitive EEO investigations concerning the alleged misconduct and violation of the City's EEO policy by DSNY officials and/or employees. Investigator will interview complainants, respondents and witnesses, examine and analyze employee records, maintain case records and prepare written reports. Under general supervision, with some latitude for independent action and decision, will perform work requiring a high degree of specialization and technical expertise. Interprets rules, regulations, and policies pertaining to DSNY and the City of New York. Task include dealing with confidential documentation.</p>	
Qualification Requirements	
<ol style="list-style-type: none"> 1. A four year high school diploma or its educational equivalent and four years of satisfactory full-time experience in one or more of the fields of accounting, auditing, correction administration, criminal justice administration and planning, forensic science, inspection, investigation, law enforcement, personnel administration, police science, and security, or in a major operational area of the agency in which the appointment is to be made; or 2. A baccalaureate degree from an accredited college; or 3. Education and/or experience equivalent to "1" or "2" above. 	
Preferred Skills	
<p>Excellent writing skills, ability to logically formulate in report style a summary of an EEO investigation, incorporating conclusions and recommendations. Knowledge of employment law e.g., Title VII of the Civil Rights Act, Age Discrimination in Employment Act, the Americans with Disabilities Act, etc.</p>	
To Apply:	
<p>PLEASE SUBMIT RESUME WITH COVER LETTER, & WRITING SAMPLE (minimum 500 words) TO: DSNY Equal Employment Opportunity Office Mailing Address: 137 Centre Street, Room 505, New York, NY 10013 ATTN: T. Neal, Deputy Director OR Send to: tneal@dsny.nyc.gov Fax : (212)-219-5010</p>	
Post Date: 11/2/09	Post Until: 11/16/09 JVN: 827-2010-005884

The City of New York is an Equal Opportunity Employer.