

## Equal Opportunity Specialist 1

**Announcement Posted:**

5/6/2025

**Responses must be hand delivered or postmarked by:**

6/6/2025

**Salary Range:**

\$65,164 to \$80,860

**Location:**

Diversity, Equity, Inclusion and Accessibility  
40 North Pearl Street  
Albany, New York 12243

**Grade:**

18

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:****NON-COMPETITIVE QUALIFICATIONS:**

Six years of experience\* in equal opportunity, diversity and inclusion, or human rights.

\*Qualifying experience includes working with organizations concerned with equal opportunity, diversity and inclusion, civil rights, minority business development, or similar programs; or in recruiting, training, and upgrading the educational and job qualifications of protected class members.

Substitutions: associate's degree may substitute for two years of the nonsupervisory experience; bachelor's degree for four years; and J.D. or master's degree for five years.

**Duties of Position:**

Reporting to a higher-level Equal Opportunity Specialist, the incumbent will assist with implementing the Office of Temporary and Disability Assistance's (OTDA) Diversity, Equity, Inclusion, and Accessibility (DEIA) initiatives and monitoring OTDA's progress toward meeting the goals outlined in the OTDA Five-Year Diversity, Equity, and Inclusion Strategic Plan and the OTDA Executive Order 31 Strategic Plan.

Duties will include but are not limited to the following:

- Analyze data and produce reports related to the OTDA DEIA Office. Prepare DEIA analytics, including benchmarking, tracking metrics, and generating demographic reporting for various audiences to highlight trends and demonstrate the impact of DEIA programs

and initiatives.

- Assess the DEIA-related training needs of OTDA and local district staff. Collaborate with the Bureau of Training and Staff Development to administer DEIA-related education, training, and resources to OTDA and local district staff.
- Review personnel actions such as hiring, promotion, and termination to ensure fairness and equity. Collaborate with agency stakeholders to implement recruitment and retention strategies for employees from diverse backgrounds.
- Develop relevant DEIA programming and professional development opportunities to enhance employees' cultural awareness. Coordinate the planning of agency-co-sponsored or other DEIA-related events.
- Monitor DEIA content on the OTDA intranet site and other communication platforms and routing through internal review processes.
- Represent the agency at events related to advancing DEIA in New York State.
- Participate in OTDA workgroups related to advancing DEIA throughout the agency such as the DEIA Advisory Committee. Assist the OTDA DEIA Officer with integrating feedback and suggestions into OTDA DEIA initiatives.
- Participate in various interagency councils and taskforces whose mission is to further DEIA initiatives in New York State, including the New York State Workforce Diversity and Inclusion Advisory Council (WDIAC), the LGBTQ+ Interagency Taskforce, and the New York State WIOA Interagency Training & Accessibility Assistance Workgroup (TAAG).
- Assist with the day-to-day management and operation of the OTDA Family Voice Forum.

### **Working for New York State:**

#### **THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE (OTDA) IS LOOKING FOR APPLICANTS WHO ARE SEEKING A REWARDING CAREER.**

OTDA is recognized as a national leader in the field of Human Services and innovative social welfare programs. OTDA is responsible for supervising programs that provide assistance and support to eligible families and individuals.

OTDA's functions include providing temporary assistance to help pay for expenses; providing assistance to purchase food; helping to meet home energy needs; overseeing NYS's child support services; determining certain aspects of eligibility for Social Security Disability benefits; administering programs to help address homelessness in NYS; overseeing publicly funded shelters for families and adults; and implementing services for refugees.

As a New York State employee, you are afforded great fringe benefits totaling in excess of 60% of your salary. Our comprehensive package includes:

- Health care coverage with provisions for hospitalization, medical/surgical coverage, prescription drug benefits, dental, and vision;

- Generous vacation, personal, and sick leave benefits;
- Up to thirteen paid holidays per calendar year;
- Pre-Tax Health Care;
- Voluntary enrollment in deferred compensation plans;
- Access to financial assistance for further career-related study;
- Membership in the New York State Retirement System.

### **Additional Employee Perks:**

We recognize that workplace culture matters. In addition to our comprehensive package, we offer a range of perks to support your wellbeing and growth:

- Paid Parental Leave
- Events and Celebrations
- Employee Assistance Program (EAP)
- Professional Development Opportunities
- Alternative Work Schedule Options
- Recognition and Awards Programs

We believe in fostering an environment where employees feel valued, supported, and empowered to thrive both personally and professionally.

### **Conditions of Employment:**

A full-time permanent, non-competitive appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

**Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.**

### **Remarks:**

- **Candidates should reference posting 25-090 when submitting your application.**
- **If submitting electronically, please reference posting 25-090 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures,

voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.