

## Equal Opportunity Specialist 3

**Announcement Posted:**

9/8/2025

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

9/18/2025

**Salary Range:**

\$93,659 to \$118,388

**Location:**

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

**Grade:**

M-1

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

Eight years of experience in equal opportunity, diversity and inclusion, or human rights. At least one year of the experience must have been at a supervisory level OR one year of State service in an equal opportunity, diversity and inclusion, minority business, employment compliance, human resources, or training position allocated at or above Grade 23.

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

\*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 non

**Duties of Position:**

Duties will include but are not limited to the following:

- In accordance with Executive Order 187, act as OTDA's Diversity, Equity, Inclusion and Accessibility (DEIA) Officer

- Coordinate the implementation of Diversity, Equity, Inclusion and Accessibility (DEIA) initiatives on behalf of OTDA.
- Articulate Agency goals and objectives to Agency executives; and advise Agency management on DEIA topics. Monitor and guide OTDA's progress toward satisfying goals and requirements of DEIA strategic plan.
- Analyze data and produce reports related to Agency DEIA programs. Using available data, make recommendations to Agency leadership regarding DEIA, and its intersection with the Agency workforce and overall mission/vision. Prepare DEIA analytics, including benchmarking, tracking metrics, analyzing, and generating diversity reporting for various audiences to highlight trends and demonstrate the impact of DEIA programs and initiatives.
- Participate in examination planning to make sure that equal opportunity is considered in Agency selection process.
- Collaborate with the Training and Staff Development Unit to administer DEIA-related education, training, and resources to internal OTDA staff and local district staff as requested; advise and assist in curriculum development for DEIA staff training.
- Train Agency and local district employees on DEIA topics to expand knowledge and understanding of staff, and in furtherance of OTDA's DEIA objectives and goals. Develop relevant programming and professional development opportunities to enhance employees' cultural awareness.
- Chair the OTDA Diversity, Equity and Inclusion (DEIA) Taskforce; meet routinely with committee chairs and members.
- Oversee DEIA content and communications on the OTDA intranet site and other communication platforms, including preparing DEIA Bulletins, and routing through internal review processes.
- Complete and submit external administrative reports on the progress of OTDA's DEI initiatives and efforts. Reports include but are not limited to; annual report to the NYS Department of Civil Service as required in Executive Order #187, annual report to the NYS Chief Disability Officer (CDO) as required in Executive Order #31, and agency updates for the NYS LGBTQ+ interagency taskforce.
- Represent OTDA on various interagency councils and taskforces; including, the New York State Workforce Diversity and Inclusion Council (WDIC), with active representation on the Workforce Development Committee and the Communication Committee; the LGBTQ+ Interagency Taskforce; and the New York State WIOA Interagency Training & Accessibility Assistance Workgroup (TAAG).
- Serve as the Agency point of contact for the Chief Disability Officer in accordance with Executive Order 31. Including the development of OTDA's annual plan, evaluation of agency progress and recommending corrective action.
- Serve as the coordinator for the Family Voice Forum, ensuring smooth day-to-day operations, communication and collaboration among members.

**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.

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

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.
- Paid Parental Leave
- Employee Assistance Program (EAP)
- Alternative Work Schedule Options
- 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.

## **Conditions of Employment:**

A full-time non-competitive appointment will be made. A background check of the selected candidate will be required. 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.

**Remarks:**

- **Candidates should reference posting 25-156 when submitting your application.**
- **If submitting electronically, please reference posting 25-156 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.