



55 Water Street, New York, NY 10041
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Teachers' Retirement System of the City of New York

Job Vacancy Notice

Civil Service Title: Administrative Retirement Benefit
Level: M3
Functional Title: Diversity and Inclusion Officer
Title Code: 82986

Salary Range: \$72,038-\$95,000 (Annual)
Location: 55 Water St. NY, NY
Department:
Diversity and Inclusion/Training Unit

Job Description:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The Teachers' Retirement System of the City of New York (TRS), a large public pension fund located in the financial district in Manhattan, seeks a dedicated and competent manager to head up our Diversity & Inclusion Unit. Under the guidance of the Executive Office, working within the Office of Operations, will support Diversity and Inclusion program for TRS. Working closely with the HR team, the Diversity and Inclusion Officer will ensure that diversity goals are successfully implemented and in line with businesses objectives.

Understanding external trends and having the ability to transfer these to enhance the diversity within the TRS workforce environment. The Diversity and Inclusion Officer is responsible for recognizing, creating and implementing plans to promote diversity within our Agency.

Responsibilities:

- Researches, develops, recommends, and executes creative strategies to foster the organization's diversity goals.
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the company's diversity goals.
- Collects and analyzes statistical data to evaluate the company's population in accordance with diversity standards and goals.
- In collaboration with analytics and reporting functions develop metrics that measure the effectiveness of and promotes success of D&I Programs, as well as identifying gaps and efficiencies and making recommendation to Executive team.
- Work with Operations Director to develop annual plans including budget plans.
- Develops and/or acquires training and development to aid diversity and retention initiatives.
- Implement systematic programs to educate and support a diverse and inclusive workplace.
- Maintains knowledge of diversity-related matters, legislation, and best practices..
- Develop content for diversity seminars, workshops and training. Support a learning environment that encourages and promotes diversity through education.
- Maintains knowledge of diversity-related issues, legislation, and best practices.
- Champion strategies to ensure that the organizations' culture, systems and processes support an environment that is inclusive for all and where employees feel able to contribute their fullest.
- Serve as a thought leader in the diversity and inclusion discipline to build and maintain strong relationships with business and functional leaders to leverage diversity and inclusion education and policy governance opportunities.
- Work with HR to assist TRS in attracting, retaining and advancing top talent from diverse backgrounds.
- Knowledge of inclusion efforts in the legal industry or professional services.
- Deep level of aptitude in using critical thinking to balance data driven insights against diversity and inclusion trends to make positive and grounded decisions.
- Actively engage with employees and create effective feedback loops around our D&I efforts.

Preferred Skills:

- Excellent verbal and written communication skills including proven dispute resolution skills.
- Thorough understanding of federal, state, and local equal employment opportunity laws and regulations.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to maintain effective working relationships with other employees and to facilitate completion of initiatives and projects that involve participation of multiple parties
- To treat sensitive and confidential information appropriately
- To build and foster trust in others
- To drive change and improvement through collaboration with others
- Experience with databases and spreadsheet programs
- Must have knowledge of learning modalities
- Proficient with Microsoft Office Suite or related software.

Required Qualifications:

- Four-year college degree or equivalent experience is required. Advanced degree is a plus.
- Two to three (2-3) years of experience HR Management/D&I.
- Proven track record in leading a D&I department.
- Demonstrated experience, demographical data analysis, statistics, and metrics.
- SHRM-CP or SHRM-SCP preferred.

Competencies:

Exceptional interpersonal and communication skills, including ability to network and leverage internal and external relationships to achieve goals.

- Manage external vendor and strategic partner relationships.
- Ability to work independently to complete tasks, as well as collaboratively to accomplish and manage team goals and executive leadership team projects.
- Creative and determined approach to problem-solving, with ability to multi-task and effectively prioritize work.
- Knowledge of inclusion efforts in the legal industry and/or professional services.

Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university including or supplemented by 12 credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full-time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations; or
2. An associate degree or 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full-time experience as indicated in "1"; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and the 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in "1" above.

Residency Requirements:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

EEO/Reasonable Accommodation and Diversity Statements:

At TRS we celebrate diversity and are committed to creating an inclusive environment for all employees. We are an Equal Opportunity Employer and do not discriminate based upon race, religion, color, national origin, ancestry, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: HRInquiry@trs.nyc.ny.us. TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

To Apply: If interested, please apply using the following methods.

City Employees: Employee Self Service (ESS). www.nyc.gov/ess.

All Other Applicants: www.nyc.gov/careers/search.

Search for Job ID#: 526089

Dated: 3/23/2022 **Posted Until:** 5/12/2022