

Kathy Hochul  
Governor



RuthAnne Visnauskas  
Commissioner/CEO

**New York State Division of Housing and Community Renewal**

Hampton Plaza  
38-40 State Street  
Albany, NY 12207

**JOB OPPORTUNITY POSTING NOTICE**

<b>NOTICE NO.</b>	<b><u>90-2024</u></b>	<b>STARTING DATE:</b>	<b><u>IMMEDIATELY</u></b>
<b>POSTING DATE:</b>	<b><u>07/18/2024</u></b>	<b>REMOVAL DATE:</b>	<b><u>08/02/2024</u></b>

**TITLE/GRADE/SALARY GRADE:** Senior Attorney (NY HELPS POSITION)/ SG-25/ \$93,530- \$117,875

**NUMBER OF VACANCIES TO BE FILLED:** 1

**NEGOTIATING UNIT:** PEF      **DURATION:** Full Time

**STATUS:** PERM

**LOCATION & UNIT:** 641 Lexington Ave / OLA – Fair and Equitable Housing Office (FEHO)

**SUPERVISOR:** TBD

**Duties:**

- Research legal issues and best practices, and draft legal and policy documents for the Director of the Fair and Equitable Housing Office, HCR’s Executive Team, Board Members and Chamber on various fair and equitable housing issues and laws;
- Develop internal policies, procedures and best practices to ensure HCR’s programs are satisfying fair housing requirements;
- Review Affirmative Fair Housing Marketing Plans and perform self-monitoring investigations to ensure housing developers are complying with fair housing laws;
- Coordinate with the Office of Legal Affairs and program staff on resolving fair housing complaints and issues;
- Conduct or arrange technical assistance on the Fair Housing Act’s duty to affirmatively further fair housing;
- Create educational materials and provide trainings to improve understanding of fair housing laws for both an internal and external audience;
- Ensure HCR’s compliance with all federal and state fair housing and civil rights laws, as well as Section 3 of the U.S. Housing and Urban Development Act;

- **Attend and report on select statewide and national conferences and events on fair housing policy;**
- **Undertake special projects and assignments as assigned by Director and HCR's Executive Team;**
- **Occasional travel predominantly within the State.**

**QUALIFICATIONS:** This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS). For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date, it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

**NON-COMPETITIVE MINIMUM QUALIFICATIONS:**

Admission to the NYS Bar and 24 months of subsequent satisfactory legal experience.

**COMPETITIVE MINIMUM QUALIFICATIONS:**

Reachable on the appropriate eligible list.

**70.1/52.6 TRANSFER QUALIFICATIONS:**

One year of permanent or contingent permanent service in an eligible title for transfer determined to be similar by Civil Service. For transfers, a list of approved titles is available through Civil Service GOT-IT at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>. The GOT-IT site will inform you if your title is transferrable.

It is essential that candidates clearly and concisely indicate exactly how they meet the above minimum qualifications in their resume/email submission. Failure to show how you meet the minimum qualifications above may result in disqualification and removal from consideration.

**Please provide a current resume and cover letter if interested in this position.**

**PERSONNEL OFFICE CONTACT: Ilan Halfi**

**EMAIL: [Ilan.Halfi@hcr.ny.gov](mailto:Ilan.Halfi@hcr.ny.gov)**

**PHONE: (518) 486-5066**

**TO BE CONSIDERED, YOU MUST SUBMIT AN "EMPLOYEE APPLICATION FOR JOB OPPORTUNITY" WITHIN TEN (10) BUSINESS DAYS FOLLOWING THE ABOVE POSTING DATE TO THE PERSONNEL OFFICE. THIS FORM, (ADM-128) IS AVAILABLE ON THE INTRANET OR FROM THE PERSONNEL OFFICE. EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. REASONABLE ACCOMMODATIONS WILL BE PROVIDED TO DISABLED CANDIDATES UPON REQUEST.**