

## New York State Office of Mental Health - Employment - Equal Opportunity Specialist 3 - \$82383 to \$104135 - (Deadline - 08/05/2022)!

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To: NYSOMH DIVERSITY AND INCLUSION@LISTSERV.OMH.NY.GOV  
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### Equal Opportunity Specialist 3 - \$82383 to \$104135

Contact: Sarah Mahar (518) 486-3897 [omhhrm@omh.ny.gov](mailto:omhhrm@omh.ny.gov)

Full Posting: <https://statejobs.ny.gov/public/vacancyDetailsView.cfm?id=109075>

### Application Deadline - 08/05/2022

The New York State Office of Mental Health's Office of Diversity and Inclusion is excited to share this amazing opportunity. The Mission of the New York State Office of Mental Health is to promote the mental health of all New Yorkers, with a focus on providing hope and supporting recovery for adults with serious mental illness and children with serious emotional disturbances. Applicants with lived mental health experience are encouraged to apply. The Office of Mental Health embraces diversity and promotes a workplace in which individual differences are recognized, appreciated, and respected. The New York State Office of Mental Health is an equal opportunity/affirmative action employer.

The New York State Office of Mental Health (OMH) is seeking a qualified candidate for the non-competitive policy position of Equal Opportunity Specialist 3, M-1, in the Office of Diversity & Inclusion, Bureau of Reasonable Accommodations. Under the general direction of the Chief Diversity Officer, the Equal Opportunity Specialist 3 will direct the Bureau of Reasonable Accommodations in the Office of Diversity & Inclusion and oversee the reasonable accommodation program within the Office of Mental Health. Additionally, the incumbent will work directly with staff in Counsel's Office on alternate accommodations, denials or appeals.

#### Specific duties include, but are not limited to, the following:

- Provides oversight and administration of OMH's reasonable accommodation program in accordance with federal ADA regulations;
- Ensures compliance with the ADA both programmatically and with the physical plant and maintain documentation of results, findings and recommendations.
- Ensures the consistent application of the Americans with Disabilities Act and the New York State Human Rights Law and Equal Employment Opportunity in New York State-Rights and Responsibilities, A Handbook for Employees of New York State Agencies.
- Reports ADA issues to the Director and coordinates the completion of weekly/monthly reports.
- Receive, review and process Reasonable Accommodation Requests.

- Utilize requestor provided documentation, medical records, input from the supervisor, division liaisons, and, if necessary, seek the expertise of Counsel's Office for legality issues
- Ensure that RA determinations are reached in a timely and equitable manner
- Respond and represent the agency on complaints received through ADID, EEOC, Division of Human Rights (DHR) or the Appeals Review Committee.
- Communicates with Department management staff regarding facility/business area ADA compliance and conveyance resources or materials to achieve and maintain ADA compliance.
- Keeps up-to-date with all new information concerning ADA responsibilities and legal requirements for the protection of staff with disabilities.
- Consults with Departmental Executives on requests for adaptive equipment for qualified staff with disabilities.
- Oversees the administration of the requests for religious accommodations.
- Drafts correspondence and responses to employees regarding reasonable accommodations.
- Supervise subordinate staff assigned to reasonable accommodation activities.
  - Plan work schedules and projects;
  - Train and evaluate employees in work activities;
  - Review work activities and reports, assist staff in resolving problems;
  - Prepare and submit required employee performance evaluations and time and attendance reports.
- Gather and analyze data about the reasonable accommodations in the agency's workforce. Make recommendations based on findings.
- Conduct training on reasonable and religious accommodations, sexual harassment prevention, diversity and cultural competence for OMH staff.
- Serve as liaison for Diversity Management on agency committees, task forces, or work groups as assigned by the Chief Diversity Officer.

**Matthew Canuteson**

**Pronouns: He, Him, His**

**Diversity and Inclusion Officer**

**Office of Diversity and Inclusion**

**New York State Office of Mental Health**

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Feeling stressed by the COVID-19 pandemic? You are not alone. Call the NY Project Hope Emotional Support Helpline 7 days a week, 8am-10pm at 1-844-863-9314 or visit <https://nyprojecthope.org>

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