

CITY OF NEW YORK
THE SPECIAL COMMISSIONER OF INVESTIGATION
FOR THE NEW YORK CITY SCHOOL DISTRICT
80 MAIDEN LANE, 20TH FLOOR
NEW YORK, NEW YORK 10038

Richard J. Condon
Special Commissioner

Telephone: (212) 510-1400

Fax: (212) 510-1550

WWW.NYCSCI.ORG

NC-X
VARIOUS CITY AGENCIES

CODE NO. 31144

DEPUTY INSPECTOR GENERAL

General Statement of Duties and Responsibilities

Under general direction of the Inspector General, with wide latitude for independent initiative and judgment, serves as the deputy to the Inspector General; manages a large staff, either performing highly confidential and sensitive investigations and studies involving possible corruption, misconduct or other illegal, unethical or improper activities by officials, employees, contractors or other persons or organizations which either receive money from or through the agency or are regulated by it, or developing and implementing programs for the prevention and control of such activities; performs related work.

Examples of Typical Tasks

Plans, directs and controls a portion of all agency investigations and studies involving possible corruption, misconduct, or illegal, unethical or improper practices by agency officials, employees, contractors, or other persons or organizations which receive money from or through the agency or are regulated by it.

Supervises the collection and safeguarding of all information and evidence gathered by investigation for possible turnover to an appropriate law enforcement agency.

Supervises the preparation of reports required to be prepared for the Department of Investigation under the City Charter and applicable Executive Orders.

Consults with the Department of Investigation and other governmental law enforcement and regulatory agencies concerning the progress of investigations.

Oversees the preparation of programs and security plans for the prevention and control of corruption, misconduct, and illegal, unethical and improper activities within the agency and in the transactions between the agency and persons and organizations which receive money from or through the agency or which are regulated by it.

Participates in the direction and control of the conduct of surveys to insure the operational and physical security of agency activities and facilities.

DEPUTY INSPECTOR GENERAL (Cont'd)

Oversees the analysis and evaluation of existing and proposed procedures to assure the adequacy of audit trails and other controls, including supervision, to deter, detect, control, and prevent corruption, misconduct, and illegal, unethical or improper activities, and to preserve operational and physical security.

Performs highly confidential and sensitive investigations and studies.

Supervises and trains staff of the Office of Inspector General.

Performs other assignments of a confidential or sensitive nature as directed by the Inspector General.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four (4) years of full-time paid experience in investigation, auditing, law enforcement, security, management analysis, or in a major operational area of the agency in which the appointment is to be made, one (1) year of which must have been in a supervisory, administrative, consultative, managerial or executive capacity; or
2. A satisfactory equivalent. However, all candidates must have the approval of the Commissioner of Investigation and must have one (1) year of supervisory, administrative, consultative, managerial or executive experience, or (1) years experience in the exercise of discretion and professional judgment in significant policy matters related to criminal justice or areas particularly relevant to the Inspector General office to which the candidate would be assigned.

Lines of Promotion

None. This position is classified in the non-competitive class.