

CITY OF NEW YORK  
THE SPECIAL COMMISSIONER OF INVESTIGATION  
FOR THE NEW YORK CITY SCHOOL DISTRICT

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NC-X, Part I  
VARIOUS CITY AGENCIES

CODE NO. 31143

CONFIDENTIAL INVESTIGATOR

Duties and Responsibilities

This class of positions encompasses the performance of highly confidential and sensitive investigations and studies concerning the corruption, misconduct, or other illegal, unethical or improper activities or agency officials, or employees, and the development and implementation of plans and programs for the control and prevention of such corruption, misconduct or other illegal, unethical or improper practices. There are three Assignment Levels within this class of positions based upon the level of responsibility and /or technical expertise required. All personnel perform related work.

Assignment Level I

Under supervision, with latitude for independent action and decision, performs surveillances, interrogates subjects and witnesses, examines and analyzes financial records. Maintains case records, prepares reports, analyzes agency records. Makes recommendations as to appropriate action to be taken following investigation. Testifies at hearings and court proceedings. Works in close coordination with federal, state and city investigation and law enforcement agencies. Analyzes and evaluates existing and proposed agency procedures. Performs handwriting analyses. Conducts security surveys of agency operations and facilities. Develops security plans. Develops corruption prevention and control programs. Performs training in corruption deterrence, detection and control to other agency staff. To the extent necessary, investigates the possible illegal or improper activities of contractors or other persons or organizations which receive monies from or through the agency or are regulated by it.

Assignment Level II

Under general supervision, with considerable latitude for independent action and decision, performs work as described above in cases requiring a high degree of specialization and/or technical expertise. Supervise a small unit of Confidential Investigators performing Assignment Level I duties. Trains subordinates in basic investigative methodologies. Interprets rules, regulations, codes and policies for subordinates. Assists in the supervision of a larger unit performing confidential investigations. Replaces and performs the duties of immediate supervisor during periods of the latter's absence.

CONFIDENTIAL INVESTIGATOR (cont'd)

Assignment Level III

Under direction, with wide latitude for independent action and decision, supervises a larger unit performing confidential investigations. Advises subordinates on difficult matters and interprets rules, regulations, codes and policy for the guidance of the investigating staff. Serves as consultant in the investigation of difficult cases. Plans and coordinates investigation schedules and assignments. Prepares, reviews, evaluates, and acts on all reports and recommendations submitted for administrative action. Supervises training programs. Conducts highly complex or special investigations. Replaces and performs the duties of immediate supervisor during periods of the latter's absence.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, or in a major operational area of the agency in which the appointment is to be made, or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to "1" or "2" above.

Preferred Skills

1. Prior work experience in any of the following fields: investigation, law enforcement, inspections and/or auditing.
2. Strong interpersonal, interviewing and analytical skills.
3. Demonstrated strong writing ability.
4. Strong organizational skills and proven ability to manage time efficiently.
5. Proficiency in Microsoft Office.

Lines of Promotion

None. This position is classified in the Non-Competitive Class.