

City of New York
OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION
FOR THE NEW YORK CITY SCHOOL DISTRICT
Job Vacancy Notice

Civil Service Title: Deputy Inspector General	Level: G6
Title Code No: 31144	Salary: \$120,098 -\$140,000
Office Title: First Deputy Inspector General	Work location: 80 Maiden Lane
Division/Work Unit: SCI – DOI’s Squad 11	Number of Positions: 1

Job Description

The New York City Department of Investigation (“DOI”) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the People of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

DOI’s Office of the Special Commissioner of Investigation (SCI) has broad authority to investigate wrongdoing by teachers and other school employees within the New York City School District, the nation’s largest school district with more than 1.1 million students and 75,000 teachers in over 1,800 schools. This unit safeguards resources intended to benefit New York City’s children by investigating, arresting and holding accountable any employees or contractors who would commit crimes, have conflicts of interest or participate in unethical conduct. SCI also serves as the Inspector General for the Teachers' Retirement System of the City of New York and the New York City Board of Education Retirement System.

The First Deputy Inspector General under the direction to DOI’s SCI Inspector General Office, which is responsible for investigating possible corruption, wrongdoing, waste and gross mismanagement within or involving the New York City Department of Education (“DOE”). The First Deputy Inspector General will support the Special Commissioner of Investigations to oversee a multi-disciplinary office of investigators, attorneys, and support staff in performing highly complex and specialized investigations, both criminal and civil, into allegations of corruption, official misconduct, fraud, waste and inefficiency involving the DOE, employees and vendors with DOE contracts. The First Deputy Inspector General will supervise the preparation of reports required to be prepared for the Department of Investigation under the City Charter and applicable Executive Orders. Consult with the Department of Investigation and other governmental law enforcement and regulatory agencies concerning the progress of investigations. The First Deputy Inspector General should have prior experience with a range of investigative techniques, drafting and editing reports regarding investigative findings, which include recommendations regarding eliminating corruption vulnerabilities and inefficiency. DOI’s SCI office also oversee investigations involving misconduct or illegal or improper activities by persons or entities that deal with DOE and seek to identify vulnerabilities and corruption hazards.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of full-time experience in investigation, auditing, law enforcement, law security, management analysis, or in a major operational area of the agency to which the assignment is to be made; at least 18 months of which must have been in a supervisory, administrative, managerial or executive capacity, and the approval of the Commissioner of Investigation; or
2. Education and/or experience equivalent to “1” above. However, all candidates must have the approval of the Commissioner of Investigation and 18 months of supervisory, administrative, managerial or executive experience; or 18 months of experience in the exercise of discretion and professional judgment in significant policy matters related to criminal justice or areas particularly relevant to the Office of the Inspector General to which the candidate would be assigned.

Preferred Skills

- 1) Ten or more years of investigative, legal or law enforcement experience, preferably at a prosecutor’s office or a law enforcement agency, conducting and supervising complex criminal investigations. A broad range of criminal investigative experience, including, but not limited to, crimes involving theft, fraud, assault, and sexual assault.
- 2) 5+ years demonstrated professional experience in a high-level management position managing multiple operations.
- 3) Proven innovative, proactive and collaborative leadership style.
- 4) Experience with NYC government operations, policies and procedures and the agencies of the City of New York; familiarity with New York State and Federal regulations related to investigative processes.
- 5) Strong writing and oral communication skills.
- 6) Proven ability to handle highly confidential and sensitive information.
- 7) Proficiency with MS Office 2013 Suite and experience with multiple databases; ability to identify and evaluate software packages to enhance operations.
- 8) Strong interpersonal and conflict resolution skills.

To Apply:

Send resumes and cover letters electronically to DOIRECRUITMENT@DOI.NYC.GOV.
Please indicate “First Deputy Inspector General” in the subject line.

Please do not email, mail or fax your resume to DOI directly. Submissions of resumes does not guarantee an interview.
Due to the high volume of resumes DOI receives for positions, only selected candidates will be contacted.
Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: 12/12/2017

Post Until: Filled

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.