

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

Civil Service Title: Deputy Inspector General	Level: G5
Title Code No: 31144	Salary: \$107,203 to 130,000
Office Title: Chief Investigator	Work location: 80 Maiden Lane, New York, NY.
Division/Work Unit: SCI	Number of Positions: 1

Job Description

The Special Commissioner of Investigation for the New York City School District (“SCI”) investigates corruption, misconduct, or other illegal, unethical or improper activities by officials, employees, contractors, and vendors doing business with the New York City Department of Education (“DOE”) - the nation’s largest school district enrolling more than 1.1 million students, and employing 140,000 staff located in over 1,800 facilities.

SCI is seeking an experienced, self-motivated candidate to serve as the Chief Investigator of the agency. Under the direct supervision of the Special Commissioner and her First Deputy Commissioner, the successful candidate will supervise all the confidential investigators, including the Deputy Chief Investigator, the supervising and assistant supervising investigators, and will handle, when necessary, disciplinary action regarding the investigative staff. The Chief Investigator will plan, direct and oversee highly confidential and sensitive investigations concerning corruption, criminal activity, unethical conduct, and other misconduct within the New York City School System. The Chief Investigator will review all complaints made to SCI, make decisions about investigations and referrals, and assign cases to the investigative staff based upon type and workload. The Chief Investigator will conduct periodic group and individual case assessments to monitor progress, resolve problems, and review case files and final reports. The Chief Investigator will develop detailed staff evaluations. On behalf of the office, the Chief Investigator will interact with law enforcement agencies to request or provide assistance as well as with personnel from other City and State agencies, elected officials, civilians, parents, complainants, witnesses, confidential sources, and subjects. The Chief Investigator will assist with the safeguarding of evidence, weapons, and records. The Chief Investigator will oversee the preparation of programs and security plans implemented by the Special Commissioner for the prevention and control of corruption, misconduct, and illegal, unethical, and improper activities with SCI and in the transactions between the agency and persons and organizations which receive money from or through the SCI or are regulated by it. The Chief investigator will interact with the staff attorneys to ensure a smooth and productive operation of the office.

Those hired by SCI are DOE salaried employees. NYC residency is not required.

Qualification Requirements

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

Preferred Skills

1. A significant number of years of experience (with a minimum of twenty years) in conducting investigations preferably with a law enforcement or investigative agency.
2. Extensive experience with investigating and supervising the investigation of sexual misconduct crimes and performing field work such as interviews, including of children, surveillance, and execution of search warrants.
3. Extensive supervisory experience in a high-level management position managing multiple operations.
4. Strong interpersonal, analytical, and management skills.
5. Demonstrated strong writing and communication skills.
6. Excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
7. Ability to work well with all levels of staff and management.
8. Proficiency in Microsoft Office and various computer programs.
9. Experience with NYC government operations, policies and procedures and NYC agencies.
10. Foreign language skills is a plus.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “Chiefposting32019” in the subject line of the email.

Please do not email, mail or fax your resume to SCI directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes SCI receives for positions, only selected candidates will be contacted.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: 3/19/2019

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.