

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

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| Civil Service Title: Confidential Investigator | Level: 2 |
| Title Code No: 31143 | Salary: \$54,069 - \$66,940 |
| Office Title: Assistant Director of Administration | Work location: 80 Maiden Lane, New York, NY |
| Division/Work Unit: SCI | Number of Positions: 1 |

Job Description

The office of the Special Commissioner of Investigation for the New York City School District (“SCI”) has broad authority to investigate wrongdoing by employees, contractors, and vendors doing business with the New York City Department of Education (“DOE”) - the nation’s largest school district. SCI performs highly confidential and sensitive investigations and studies concerning corruption, misconduct, or other illegal, unethical, or improper activities both within and outside of the DOE, and seeks to develop and implement plans and programs to control and prevent such corruption, misconduct or other illegal, unethical, or improper practices. The office 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.

SCI is seeking a self-motivated candidate to serve in the office title of Assistant Director of Administration. The successful applicant will provide overall support to the Director of Administration and the Administrative Unit. This position’s duties/responsibilities include, but are not limited to, handling human resource matters (i.e., onboarding, resignations/terminations, training and development, benefits, etc.), personnel relations, records management of confidential investigations, operational needs (i.e., building liaison, coordinating with external vendors, etc.), serve as the backup to the Director of Administration, provide clerical support to the Administrative Unit, and perform other tasks and special projects as assigned.

THOSE HIRED BY SCI ARE DOE SALARIED EMPLOYEES AND NYC RESIDENCY IS NOT REQUIRED.

***As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.**

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, preferably 2-3 years, in the field of Human Resources.
2. Possess excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
3. Records Management experience.
4. Project Management experience.
5. Exhibit strong verbal and written communication skills.
6. Exemplify proficiency in Microsoft Office and related software, particularly Excel.
7. Ability to multitask; specifically in conducting various administrative projects.
8. Possess a strong attention to detail and excellent organizational skills.
9. Capability of managing time efficiently in a fast-paced environment.
10. Ability to prioritize multiple concurrent requests and projects; having a “can-do” attitude.
11. Proficient with or the ability to quickly learn human resource systems and other similar computer applications.
12. Foreign language skills is a plus.

To Apply:

Visit our website at [Employment – The Special Commissioner \(nycsci.org\)](https://www.nycsci.org) and follow the steps in the “**APPLY ONLINE**” section to submit your application. Please do not email, mail, or fax your resume to SCI directly. Submissions of applications 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: August 5, 2021

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.