

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

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 enrolling more than 1.1 million students, and employing 140,000 staff located in over 1,800 facilities. SCI which is separate and independent of the DOE, and 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. SCI 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 title of Assistant Director of Administration. The successful applicant will provide overall support to the Director of Administration and the Administrative Unit which performs the operational functions and administrative office management. The candidate will act as a project manager of large scale administrative assignments which include, but are not limited to: records management and input of highly confidential information into the agency’s internal database; point person for personnel relations and liaison with central DOE for SCI employees human resources needs; processing new hires as well as resignations/terminations; assist with employee orientation; offer information and processing employee benefits (i.e., medical coverage, workers compensation, leaves of absence, etc.); maintain confidential personnel records; conduct background checks within designated databases; oversee and assist with timekeeping; management of case files/records; building management liaison; delivery/pickup of agency documents; provide coverage to the reception desk, which may include the intake of complaints from the public; assist with office supply and inventory reconciliation; offer support for agency fleet matters; and other special projects as assigned.

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

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and experience in a private sector or governmental agency in the field of investigations, security specialist, network support, field technician 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, preference to Liberal Arts majors or Business/Accounting majors; 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. Project Management experience.
3. Exhibit strong verbal and written communication skills.
4. Exemplify proficiency in Microsoft Office and various computer programs, particularly Excel.
5. Ability to multitask; specifically in conducting various administrative projects.
6. Possess a strong attention to detail and excellent organizational skills.
7. Capability of managing time efficiently in a fast paced environment.
8. Ability to prioritize multiple concurrent requests and projects; having a “can-do” attitude.
9. Foreign language skills is a plus.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “CI-AD Admin-092020” 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: September 23, 2020

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.