

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: L0
Title Code No: 3114A	Salary: \$98,897 - \$114,506
Office Title: Deputy Chief Investigator	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 an experienced candidate to serve in the office title of Deputy Chief Investigator. The successful candidate will, among other things: supervise and conduct assessments of confidential investigators, supervising investigators, and investigative support personnel; conduct oversight of highly confidential and sensitive investigations, surveys, and reviews concerning corruption, criminal activity, unethical conduct, and other misconduct; assume command of all duties of the Chief Investigator during their absence; and assist in planning, directing, coordinating, and overseeing the effective development of investigations, programs, and SCI initiatives. The successful candidate will assist with proper investigative referrals, assignments, and over-all monitoring of investigative progresses, as well as potentially taking the lead in complex investigations. The Deputy Chief Investigator will assist in resolving internal concerns, and will ensure all written documentation conforms to the applicable standards. This position includes the responsibility of developing internal policies and procedures ensuring uniformity of investigative practices, preparation of investigative reports, and recommendations to the DOE for appropriate changes in policy and procedure. The Deputy Chief Investigator will build and maintain relationships with administrative agencies, law enforcement agencies, and prosecutors throughout NYC. The Deputy Chief Investigator will be responsible for short and long-range planning of field and office operational programs and special projects, as assigned, including the responsibilities of Chief Training Officer.

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 a private sector 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. A significant number of years of experience (15 or more years preferred) in conducting investigations, studies, and reviews preferably with a law enforcement or investigative agency, and experience managing a large team of law enforcement personnel.
2. Prior experience leading and managing government investigators; coordinating the operations of an investigative office; and directing or managing organizational policy changes.
3. Experience investigating sexual misconduct, financial crimes, and other complex criminal activities, and performing field work, interviews (including those of children), surveillance, and the execution of search warrants.
4. Strong interpersonal, speaking, interviewing, and analytical skills.
5. Demonstrated strong writing and editing skills, and attention to details.
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 within the organization and with other law enforcement or administrative agencies.
8. Certified as a Peace Officer or interest in seeking certification.
9. Proficiency in Microsoft Office, and familiarity with and/or implementation of new technology and computer programs.
10. Foreign language skills a plus.
11. Valid driver’s license strongly preferred.

To Apply:

Visit our website at nycsci.org/employment 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, only selected candidates will be contacted. Appointments are subject to Office of Management & Budget approval for agency budgeted headcount.

Post Date: 9/1/2021

SCI is an equal opportunity employer and is strongly committed to recruiting and retaining a diverse and inclusive talent pool, and providing a work environment that is free from discrimination and harassment based upon any legally protected status or characteristics.