

City of New York
OFFICE OF 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: \$65,000 - \$84,200
Office Title: Intake Unit Supervisor	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 independent of the DOE, 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 illegal 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.

The Special Commissioner is seeking an experienced, self-motivated candidate to serve as the Intake Unit Supervisor. Under the guidance of the Special Commissioner, the First Deputy Commissioner, the Chief Investigator and the Deputy Chief Investigator, the candidate will have the following responsibilities:

- Supervise the designated intake personnel in a professional matter.
- Assist the intake investigators in taking reports and obtaining information relating to complaints.
- Conduct interviews to obtain complaint information.
- Review and edit each entered complaint for accuracy.
- Follow-up with complainants and agencies for additional required information.
- Ensure information is entered into the database.
- Oversee the referral of complaints to other agencies.
- Conduct ongoing trainings for intake investigators on the duties that are required in their position.
- Handle case sensitive data in a confidential and secure manner.

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 four years of satisfactory full-time experience in an industrial or governmental agency the field of investigations, auditing, law enforcement, security, inspections, or in a major operational area of an agency in which the appointment is to be made, or
2. A baccalaureate degree from an accredited college;
3. Education and/or experience equivalent to “1” or “2” above.

Preferred Skills

1. Significant work experience (a minimum of eight years; ten years preferred) in any of the following fields: investigation, law enforcement, inspections, and/or auditing.
2. Prior supervisory experience a plus.
3. Strong supervisory, interpersonal, interviewing, and analytical skills.
4. Demonstrated strong writing skills.
5. Excellent organizational skills and proven ability to manage time efficiently in a fast-paced environment.
6. Ability to work well with all levels of staff and management.
7. Proficiency in Microsoft Office and various computer programs.
8. Foreign language skills a plus.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “IntakeSupervisor112020” 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: 11/18/2020

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.