

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

<b>Civil Service Title:</b> Deputy Inspector General	<b>Level:</b> G3
<b>Title Code No:</b> 31144	<b>Salary:</b> \$81,361 - \$117,941
<b>Office Title:</b> Deputy Chief of Investigations	<b>Work location:</b> 80 Maiden Lane, New York, NY.
<b>Division/Work Unit:</b> SCI	<b>Number of Positions:</b> 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 supervise and conduct comprehensive assessments of confidential investigators, supervising investigators, and investigative support personnel. Supervision in these areas involves the oversight of highly confidential and sensitive investigations, surveys and reviews concerning corruption, criminal activity, unethical conduct, and other misconduct. The Deputy Chief Investigator assumes command and all duties of the Chief Investigator during his/her absence. The role includes planning, directing, coordinating, and overseeing the effective development of investigations, programs, and SCI initiatives. Such areas involve the instruction of proper investigative referrals, assignments, and overall monitoring of investigative progresses, as well as leading complex investigations. The Deputy Chief Investigator resolves internal conflicts and issues, and ensures all written documentation conforms to the applicable standards. The role includes being responsible for developing internal policies and procedures to ensure 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 also 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 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 (15 years or more 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.
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 forensic 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](http://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.

<b>Post Date:</b> 8/1/2022		
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