

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

<b>Civil Service Title:</b> Confidential Investigator	<b>Level:</b> L0
<b>Title Code No:</b> 3114A	<b>Salary:</b> \$65,000 - \$86,686
<b>Office Title:</b> Intake Unit Supervisor	<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 enrolling nearly one 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.**

**\*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 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 (eight years or more 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:**

Visit our website at <https://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:** 11/21/2022