

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: 0
Title Code No: 3114A	Salary: \$66,970 - \$75,000
Office Title: Office Manager / HR Generalist	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 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.

SCI is seeking an experienced, self-motivated candidate to serve as Office Manager / HR Generalist. The position reports directly to the Commissioner and First Deputy Commissioner. The successful candidate will be designated the agency Records Management Officer (“RMO”) and Custodian of Records, and will work on document retention, storage, and reorganization plans, and represent SCI at meetings pursuant thereto. The successful candidate will provide overall human resources generalist functions and oversee personnel matters for SCI, including, but not limited to, onboarding and separation, health care and benefits, leave requests, workers’ compensation, and documentation thereof. The candidate will also act as liaison with building management and DOE offices including DOE HR and Payroll with regards to salary administration, timekeeping/payroll, leaves and benefits, training, and other Human Resources areas of responsibility. The successful candidate will also be designated the Agency Personnel Officer (“APO”) and ensure compliance with all federal, state, and City employment-related laws and policies, as well as adherence to other standards and best practices related to personnel management of City employees. The successful candidate will work collaboratively with both SCI senior leadership and the DOE to counsel and advise staff on human resource-related topics such as time and leave, performance management, and professional growth opportunities.

***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.**

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 in the field of human resources or personnel management; or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to “1” or “2” above.

Preferred Skills

1. Project management experience and / or office management experience.
2. Prior relevant work experience, preferably 2-3 years, in the field of human resources.
3. Strong 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, particularly Excel.
8. Foreign language skills is a plus.
9. Valid driver’s license strongly preferred.

To Apply:

Visit our website at [Employment – The Special Commissioner \(nycsci.org\)](https://www.nycsci.org) 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 applications SCI receives for positions, only selected candidates will be contacted.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: January 24, 2023

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.