

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

Civil Service Title: Agency Attorney	Level: 4
Title Code No: B0087	Salary: \$94,246 - \$125,000
Office Title: Special Counsel / EEO & Compliance Officer	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 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 prevent such 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 as Special Counsel and Compliance / EEO Officer.

As EEO Officer, the successful candidate will report directly to the Special Commissioner and be responsible for evaluating and responding to confidential EEO complaints and reasonable accommodation requests; lead internal EEO investigations, including: interviewing witnesses, gathering relevant supporting documents, recommending resolutions or, when necessary, penalties; ensure agency compliance with the submission of annual and quarterly EEO/Diversity & Inclusion plans and reports; deliver the City’s computer based EEO and Diversity, Equity & Inclusion trainings and conduct orientation sessions and workshops for staff; and ensure agency compliance with required training and that training materials are routinely updated to reflect any changes in the law.

The successful candidate also will, under the direct supervision of the First Deputy Commissioner, serve as the Chief Records and Privacy Officer; will lead and assist in responding to subpoenas and requests from other government agencies; coordinate with appropriate administrators regarding records retention matters; assist with agency compliance and reporting requirements; provide recommendations for appropriate actions to prevent and avoid future corruption hazards; and other tasks as assigned.

Field, process, and respond to Freedom of Information Law (FOIL) requests as the lead FOIL Officer;

Liaison with relevant external agencies, including: the NYC Conflicts of Interest Board, Corporation Counsel, DOE, local law enforcement agencies, DORIS, and DCAS, among others.

THOSE HIRED BY SCI ARE DOE SALARIED EMPLOYEES AND NYC RESIDENCY IS NOT REQUIRED.
HYBRID OFFICE / REMOTE WORK SCHEDULE AVAILABLE AFTER INITIAL TRAINING PERIOD.
APPROVED CANDIDATE MAY BE ELIGIBLE FOR PUBLIC SERVICE TUITION FORGIVENESS.

Qualification Requirements

1. Graduate from an accredited law school.
2. Admission to the New York State Bar and minimum of five years of full-time legal/investigative experience including the supervision of investigations or reviews and the preparation of reports relating thereto.
3. Highest professional and ethical standards.
4. Incumbents must remain members of the New York State Bar in good standing for the duration of their employment at SCI.

Preferred Skills

1. Substantial legal experience (eight or more years of experience preferred), to include: litigation, investigative, advisory, or law enforcement experience, preferably with a prosecutor’s office, law enforcement agency, or comparable legal experience.
2. A broad range of criminal investigative experience including, but not limited to, public corruption, fraud, or financial crimes; experience in a Rackets or Appeals units, and familiarity with the recent criminal justice reforms a plus.
3. Outstanding writing skills with prior investigative report writing, appeals brief writing, and prior proofreading experience.
4. Experience with NYC government and agency operations, and policies and procedures of the City of New York; familiarity with New York State and Federal regulations related to investigative processes and legal requirements.
5. Knowledge of regulatory compliance a plus.
6. Strong legal research and analytical skills with prior public policy experience.
7. Proficiency with MS Office Suite and experience with multiple databases and software products.
8. Ability to work both independently and collaboratively with various outside agencies and offices.
9. Exceptional organizational abilities.
10. Ability to work well with all levels of staff and management.
11. Possess excellent verbal and written communication skills.
12. Excellent judgment.

To Apply:

Visit our website at [Employment – The Special Commissioner \(nycsci.org\)](http://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: November 22, 2023