

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: \$85,000 - \$114,000
Office Title: Compliance and EEO Officer	Work location: 80 Maiden Lane, NY, NY 10038
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 candidate to serve as an agency Compliance and 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 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. Four-year degree from an accredited college or university;
2. A minimum of three years of full-time relevant (legal/investigative) experience, including the supervision of investigations or reviews and the preparation of reports relating thereto;
3. Highest professional and ethical standards.

Preferred Skills

1. Attorney admitted to practice within the state of New York a significant plus;
2. Experience with human resource and EEO issues; familiarity with New York City’s EEO policies and operations;
3. Experience with city government and agency operations, policies and procedures of the City of New York, and familiarity with New York State and Federal regulations related to employment litigation or civil practice, investigative, criminal law, advisory, or comparable legal experience;
4. Outstanding writing skills with prior investigative report writing, appeals brief writing, and prior proofreading experience;
5. Strong research and analytical skills – prior public policy experience a plus;
6. Proficiency with MS Office Suite and experience with multiple databases and software products;
7. Ability to work both independently and collaboratively with various outside agencies and offices;
8. Exceptional organizational abilities;
9. Ability to work well with all levels of staff and management;
10. Strong interpersonal skills and excellent judgment.

To Apply:

Visit our website at <https://www.nycsci.org/employment/> and follow the steps in the “APPLY ONLINE” section. 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 received, only selected candidates will be contacted. Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: November 9, 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.