

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

Job Vacancy Notice

Civil Service Title: Confidential Investigator	Job Posting No.: 2414 Level: L0
Title Code No: 31143	Salary: \$68,000 - \$82,500
Office Title: Assistant Director of Administration	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 a self-motivated candidate to serve in the title of Assistant Director of Administration. The successful applicant will provide overall support to the Director of Administration and the Administrative Unit which performs the operational functions and administrative office management. The candidate will act as a project manager for large scale administrative assignments which may include, but are not limited to: records management and input of highly confidential information into the agency’s internal database; point person for personnel relations and liaison with central DOE for SCI employees human resources needs; processing new hires as well as resignations/terminations; assist with employee orientation; offer information and processing employee benefits (i.e., medical coverage, workers compensation, leaves of absence, etc.); maintain confidential personnel records; conduct background checks within designated databases; oversee and assist with timekeeping; management of case files/records; building management liaison; delivery/pickup of agency documents; provide coverage to the reception desk, which may include the intake of complaints from the public; assist with office supply and inventory reconciliation; and other special projects as assigned.

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. A four-year high school diploma or its educational equivalent and experience in a private sector or governmental agency in the field of investigations, security specialist, network support, field technician or in a major operational area of the agency in which the appointment is to be made, or
2. A baccalaureate degree from an accredited college, preference to Liberal Arts majors or Business/Accounting majors; or
3. Education and/or experience equivalent to “1” or “2” above.

Preferred Skills

1. Prior work experience, preferably 2-3 years, in the field of Human Resources.
2. Project Management experience.
3. Exhibit strong verbal and written communication skills.
4. Exemplify proficiency in Microsoft Office and various computer programs, particularly Excel.
5. Ability to multitask; specifically in conducting various administrative projects.
6. Possess a strong attention to detail and excellent organizational skills.
7. Capability of managing time efficiently in a fast paced environment.
8. Ability to prioritize multiple concurrent requests and projects; having a “can-do” attitude.
9. Foreign language skills is a plus.

To Apply:

Visit our website at 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. Submission of an application 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.

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Post Date: November 14, 2024

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.