

City of New York
CIVILIAN COMPLAINT REVIEW BD
Job Posting Notice

Civil Service Title: ADMINISTRATIVE STAFF ANALYST	Level: M2
Title Code No: 10026	Salary: \$95,000.00/\$95,000.00-\$105,000.00 Frequency: ANNUAL
Business Title: Director of Investigative Procedure	Work Location: 100 Church St., N.Y.
Division/Work Unit: Civilian Complaint Review Board	Number of Positions: 2
Job ID: 189550	Hours/Shift:
<p style="text-align: center;">Job Description</p> <p>The Civilian Complaint Review Board (CCRB) is charged with investigating and mediating complaints members of the public file against New York City police officers involving the use of force, abuse of authority, discourtesy or offensive language. The largest police oversight agency in the United States, the CCRB currently receives approximately 5,000 complaints each year. Investigations are conducted by the civilian investigative staff of approximately 110 employees. Additional information concerning the CCRB is available at www.nyc.gov/ccrb.</p> <p>The CCRB Investigations Division is divided into pods, each consisting of line investigators and a member of supervisory staff. The CCRB seeks to hire a Director of Investigative Procedure (DIP) to serve as an assistant to the Deputy Executive Director of Investigations (DEDI) and to oversee the pod supervisors. The DIP will assist the DEDI, conduct monthly meetings of pod supervisors and ensure that agency benchmarks are adhered to by the pods. The DIP will also work closely with the investigative and APU attorneys regarding procedure and training. The DIP will assist in identifying training topics for investigators and work with the Director of Training to ensure investigators receive the necessary training. Additionally, the DIP will work with investigators and supervisors to identify policing issues or practices that could be corrected through board policy recommendations.</p> <p>DESIRABLE QUALIFICATION REQUIREMENTS: Four years of recent full-time investigative work, eighteen months of which must have been in a supervisory capacity.</p>	
<p style="text-align: center;">Minimum Qualification Requirements</p> <p>1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or</p> <p>2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.</p>	

Preferred Skills	
Additional Information	
Residency Requirement New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.	
To Apply CITY EMPLOYEES: 1) Apply through Employee Self Service (ESS) under Recruiting Activities 2) Search for Job ID# 189550 FOR ALL OTHER APPLICANTS: 1) Go to www.nyc.gov/careers/search 2) Search for Job ID#189550	
Recruitment Contact	
Posting Date: 04/03/2015	Post Until: Filled

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