

City of New York
CIVILIAN COMPLAINT REVIEW BOARD
Job Vacancy Notice

Civil Service Title: DEPUTY ASSISTANT DIRECTOR (CCRB)	Level: M-2
Title Code No: 10193	Salary: \$70,000.00 - \$90,000.00 Frequency: ANNUAL
Office Title: Director of Case Management	Work location: 100 Church Street New York, NY 10007
Agency: Civilian Complaint Review Board	Number of Positions: 1

Hours/Shift: 35 hours per week, Monday - Friday

Job Description

The Civilian Complaint Review Board ("CCRB" or the "Board") is charged with investigating, mediating and prosecuting complaints from members of the public against New York City police officers involving the use of force, abuse of authority, discourtesy or offensive language. As the largest police oversight agency in the United States, the CCRB currently handles approximately 5,500 complaints each year. The Board's investigative staff, composed entirely of civilian employees, conducts the agency's investigations. Additional information concerning the CCRB is available at www.nyc.gov/ccrb.

The CCRB is seeking a Director of Case Management who will report to the Deputy Executive Director for Administration and who will be responsible for the management and supervision of 10 clerical staff members involved in the processing of electronic and hard copies of investigative case files for Board review and disposition. Among other responsibilities, the CMU Director role includes assisting the 13-member Board on matters relating to the review of investigative case files at panel meetings held determine the disposition of cases. The CMU Director collaborates daily with the Investigation Unit, the Mediation Unit and the Administrative Prosecution Unit in regard to the processing of investigative case files. The CMU Director also manages an inventory of approximately 80,000 records stored at our office location and offsite.

Duties will also include:

- * Compile electronic and hard copies of case files for review by panels of Board Members each month.
- * Disseminate case files to Board Members for review, monitor their review of cases and promptly schedule meetings with panels of Board Members to obtain a disposition of each case closed by the Investigation Unit.
- * Conduct all panel meetings and facilitate these meetings by providing relevant documentation and discussion of cases, as necessary.
- * Promptly generate disposition documents for distribution to the NYPD, subject officers and civilians.
- * Supervise staff involved in compiling and processing electronic and hard copies of case files closed by the Investigation Unit and Mediation Unit.
- * Supervise staff to ensure the proper processing of complaints that are submitted via the agency's website.
- * Supervise the retrieval of case files upon request from City agencies, the courts and other government entities. This task involves the retrieval and tracking of electronic and hard copies of case files from our database and off-site inventory.
- * Write memos to staff regarding the disposition of cases as determined by the panels.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and five years of recent full-time responsible professional, supervisory or administrative experience; or
2. A license to practice law in the State of New York and three years of recent fulltime responsible professional, supervisory or administrative experience; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess at least three years of professional, supervisory or administrative experience as described above.

Preferred Skills

Demonstrate an understanding of the agency's investigative and mediation procedures and processes and an ability to manage staff involved in the processing of large volume caseloads. Candidates must have managerial experience in an administrative capacity, strong interpersonal skills, writing skills and the ability to communicate effectively with all staff throughout the agency. Demonstrate ability to meet deadlines and manage multiple initiatives in a timely manner and to be a "team player." The candidate must possess strong organizational skills and the aptitude to develop and apply organizational tools to improve the operation of the Case Management Unit.

Experience with Microsoft Word, Excel and PowerPoint required. Excellent oral and written communications skills. Knowledge of database SPSS, STATA, and/or SAS preferred.

To Apply:

CITY EMPLOYEES:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 181461**

FOR ALL OTHER APPLICANTS:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID# 181461**

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.

NO PHONE CALLS PLEASE

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED

Post Date: 1/15/15

Post Until: Until Filled

JVN: 181461

The City of New York is an Equal Opportunity Employer