



CIVILIAN COMPLAINT REVIEW BD
Job Posting Notice

**# of
Positions: 1**

Job ID: 183359
Business Title: Deputy Executive Director For Investigations
Civil Service Title: DEPUTY EXECUTIVE DIRECTOR
Title Code No: 10214
Job Category: Legal
Career Level: Executive
Proposed Salary Range: \$125,000.00 - \$135,000.00 (Annual)
Work Location: 100 Church St., N.Y.
Division/Work Unit: Civilian Complaint Review Board

Level: M4

Job Description

The largest civilian oversight agency in the United States, the CCRB is an independent, non-police agency. It is empowered to investigate, make findings and recommend action on complaints against New York City police officers that allege the use of excessive force, abuse of authority, discourtesy or offensive language. The board's investigations are conducted in an impartial fashion by the board's investigative staff, which is composed entirely of civilian employees. The CCRB receives and investigates approximately 6,000 complaints each year. The CCRB seeks a Deputy Executive Director to lead its staff of 110-plus investigators. The Deputy Executive Director of Investigations reports to the Executive Director, and is responsible for managing and supervising all facets of investigations into allegations of police misconduct. He/She is part of the senior management team, which includes the Executive Director and four Deputy Executive Directors.

Under the guidance of the Executive Director, the Deputy Executive Director of Investigations is responsible for:

Formulating and implementing policies and procedures for the management of investigations into allegations of police misconduct;

Contributing to the formulation of policies and procedures for the promotion of ethical conduct, improving accountability, and the prevention of wrongdoing;

Managing the investigation function efficiently in order to meet the needs of the Agency as well as the expectations of all stakeholders, including the timely execution of investigations;

Planning and directing the conduct of investigations of the Agency in accordance with established standards, policies, and procedures, ensuring that the resulting reports are of a high quality and issued timely;

Managing, guiding, and training investigation staff, and fostering teamwork and communication among staff across organizational boundaries;

Liaising and representing the Agency with entities within and outside the Agency on matters concerning investigations, including: Board members, police executives, and civil rights advocates

Duties and Responsibilities:

The Deputy Executive Director of Investigations assists the Executive Director in providing leadership in the area of investigations, including:

Managing the investigations function;
Developing and implementing guidelines and practices for conduct of effective investigations;
Assisting management in developing and implementing policies; and
Conducting investigations in high priority and complex cases

Management of the Investigation Function Strategic:

Streamline the investigations process to ensure timely execution of investigations

Formulate, monitor and report on an annual work plan

Formulate and implement policies and procedures for proactive investigation

Establish and maintain internal policies and procedures in accordance with generally accepted standards for investigations and ensure that all staff are properly briefed on these
Ensure that there is an effective communication system (hotline, email systems, postal mail and personal reporting) that is operational round the clock for the receipt of complaints from staff, management and others

Prepare periodic reports on the status and results of investigations for the information of the Senior Management, and as appropriate, the Executive Board

Identify systematic weaknesses and deficiencies encountered in investigations and submit draft management letters with recommendations to the Executive Director for submission to Senior Management

Keep abreast of investigation standards and practices at other police review boards and represent the Agency in for a which are concerned with investigations, conduct, ethics and integrity issues

Formulate and implement a strategy for communicating the investigation function to staff and external stakeholders as to make them understand how the function operates and helps to strengthen integrity and accountability

Management of the investigation function operational:

Design and maintain an intake system for categorizing and prioritizing all complaints in terms of risk and complexity and allocate cases to individual investigators to ensure timely completion of investigations

Establish and maintain a comprehensive case management system for the effective tracking, management of and reporting on cases at all stages of investigations

Supervise and provide guidance to investigators, experts and consultants to ensure that their work conforms to established standards and procedures and is completed in a timely manner

Where necessary, directly perform investigations of very high priority, sensitive and complex cases

Ensure that all investigations are properly documented in accordance with the standards, and ensure that all findings are properly cross-referenced to the final report

Establish and maintain a quality assurance function to ensure investigations are conducted in compliance with established standards and procedures and reports meet quality standards

Manage the relationship and communication between the Intake Unit, Administrative Prosecution Unit (APU), Team Attorneys, Human Resources, the Communications Office, the Board, and other stakeholders concerned by the investigation process or the investigation results

Where appropriate, facilitate and arrange joint or concomitant investigations with investigators from other agencies, organizations and authorities

Ability to look for and implement opportunities for making the investigation process shorter without compromising the investigative process and staff welfare

Lead and participate in special projects related to oversight and cooperate with other Agency units, in order to build organizational synergy and productivity

Key results expected: Efficient and effective conduct of all investigations and timely issuance of high quality investigation reports

Human and Financial resources management:

Assist the Executive Director and the Executive Staff in ensuring that resources allocated for the investigation function are properly applied both in the short and long term by performing the following:

Ensure that personnel within the Investigations Division continue to maintain their professional competence through appropriate training and development programs;

Where additional resources are required to undertake investigations, identify and engage experts, consultants and temporary staff to complement the investigation staff

Technical/Functional Competencies:

Promotes a collegial environment in the office through leadership and personal example;

Proven networking, team-building, organizational and communication skills;

Builds strong and effective working relationships, both within and outside of the Agency;

Consistently approaches work with energy and a positive, constructive attitude;

Demonstrates good oral and written communication skills;

Demonstrates openness to change and ability to manage complexities;

Leads teams effectively and shows mentoring as well as conflict resolution skills;

Provide effective support to the Executive Director

Minimum Qual Requirements

Required Skills and Experience

Education: Advanced university degree in criminal justice, law, or another directly relevant field.

Experience: A minimum of 8 years progressively responsible, professional work experience in an investigative capacity, or prosecutorial work in a law enforcement or investigative body;

Two years of relevant managerial experience in an investigative or prosecutorial agency;

Field experience

To Apply

To Apply:

For City employees, apply through Employee Self Service (ESS) under recruiting activities
Search for Job ID# 183359

For all other applicants, go to www.nyc.gov/careers/search
Search for Job ID# 183359

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.