

City of New York
CIVILIAN COMPLAINT REVIEW BOARD
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: M-2
Title Code No: 10026	Salary Range: \$95,000 - \$105,000 Frequency: ANNUAL
Office Title: Director of Investigative Procedure	Work location: 100 Church Street New York, NY 10007
Agency: Civilian Complaint Review Board	Number of Positions: 2

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

Job Description

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 5,500 complaints each year. Investigations are conducted by the board's investigative staff of approximately 110 employees, all of whom are civilians. Additional information concerning the CCRB is available at www.nyc.gov/ccrb.

The CCRB's 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.

Qualification Requirements

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

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.

DESIRABLE QUALIFICATION REQUIREMENTS:

Four years of recent full-time investigative work, eighteen months of which must have been in a supervisory capacity.

To Apply:

CITY EMPLOYEES:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 180108**

FOR ALL OTHER APPLICANTS:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID# 180108**

NO PHONE CALLS PLEASE

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED

Post Date: 1/6/15

Post Until: Until Filled

JVN: 180108