



CIVILIAN COMPLAINT REVIEW BD
Job Posting Notice

Job ID: 167435 # of 1
Business Title: Executive Director Positions:
Civil Service Title: EXECUTIVE DIRECTOR
Title Code No: 10194 Level: M8
Job Category: Legal
Career Level: Executive
Proposed Salary Range: \$ 98,234.00 - \$212,614.00 (Annual)
Work Location: 100 Church St., N.Y.
Division/Work Unit: Civilian Complaint Review Bd

Job

Description

The Civilian Complaint Review Board ("CCRB" or "the Board") is an independent, non-police agency charged with investigating and mediating complaints from members of the public filed against New York City police officers involving the use of force, abuse of authority, discourtesy or offensive language. With a staff of 170 employees, the CCRB is the largest police oversight agency in the United States. It currently receives approximately 6,000 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.

Reporting to the Board of Directors, the Executive Director leads the operations of the CCRB, directly overseeing four Deputy Executive Directors and the Director of Mediation.

The Executive Director will:

- Oversee all functions of a City agency with a \$12.7 million budget, including supervising the operations of the office of the Deputy Executive Director of Policy and Strategic Initiatives. This office's responsibilities include evaluation of collected data, generating reports, intergovernmental affairs, communications, and investigative policy;
- Supervise the Administrative Prosecution Unit's handling of substantiated cases where the Board has recommended the most serious form of discipline;
- Oversee the Investigations Department's evaluations and handling of public complaints;
- Oversee the administration of the CCRB, including case management and community relations;
- Supervise the Mediation Department;
- Maintain thorough knowledge of NYPD policies and procedures;
- Coordinate with the NYPD Department Advocate's Office and other relevant offices;
- Oversee the training of CCRB investigators;
- Lead special projects and develop policy recommendations for CCRB's Board as needed;
- Implement new initiatives for re-design of the agency to: foster outreach; create a more efficient, prioritized intake and investigation process; and develop better-documented adjudicative methods.

Minimum Qual Requirements

A Juris Doctorate, admission to the New York State Bar, and a minimum four years of recent full-time responsible, relevant, and satisfactory legal experience subsequent to admission to any bar. This includes significant exposure to criminal justice and policing issues, eighteen months of which must have been in the supervision of other attorneys, in

an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Applicants must remain a Member of the New York State Bar in good standing for the duration of this employment.

Preferred Skills

Substantial legal, investigative, and supervisory experience and knowledge of the New York City criminal justice system are preferred. The preferred candidate should possess: the ability to manage people and the ability to manage the Board of Directors; the ability to work in a fast-paced environment while managing multiple projects; strong analytic, communication, and interpersonal skills; experience with organizational change strategies; experience in managing teams and collaborating with a wide variety of stakeholders; ability to handle sensitive and discrete matters in a highly confidential manner; and a commitment to cultivating a collegial workplace.

To Apply

CITY EMPLOYEES:

- 1) Apply through Employee Self Service (ESS) under Recruiting Activities
- 2) Search for Job ID# 167435

FOR ALL OTHER APPLICANTS:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for Job ID# 167435

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.

POSTING DATE: 09/11/2014

POST UNTIL:

Until
Filled