

**City of New York**  
**CIVILIAN COMPLAINT REVIEW BOARD**  
**CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Strategic Initiative Specialist

Title Code: 13381

**Office Title: Policy and Strategic Initiatives Analyst**

Agency Division: Policy and Strategic Analysis

Work Location: 100 Church Street, 10<sup>th</sup> Floor., NYC

No. of Positions: 1

Salary: \$50,000-\$75,000 (Annual)

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The Civilian Complaint Review Board (“CCRB”) 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](http://www.nyc.gov/ccrb).

**JOB DESCRIPTION**

The Strategic Initiative Specialist (SIP) reports directly to the Deputy Executive Director for Policy and Strategic Initiatives and will be responsible for the following:

The SIP works with executive staff on developing the agency’s strategic plan and preparing materials to translate the strategic plan into specific guidelines. The SIP evaluates specific policies and best practices and drafts reports to the Board on policy alternatives.

The SIP works with executive staff on providing programmatic expertise and analysis so programs and staff allocations correspond with the mission and goals of the agency. The SIP writes confidential memoranda recommending changes to policies and practices of the Police Department. The SIP also works with agency executives in the drafting of public testimony, public reports and policy memoranda.

Using quantitative techniques and the CCRB’s Complaint Tracking System, the SIP prepares the CCRB’s bi-annual report to the Mayor and the City Council, monthly disposition reports on case investigations and prosecutions, monthly reports to the Mayor’s Office of Operations, the monthly report of the Executive Director to the Board and internal productivity reports, as requested.

The SIP works with executive staff on providing budget and policy support so budget allocations correspond with the mission and goals of the agency. The SIP prepares quantitative and qualitative analyses to be used in the agency’s budget submissions, including New Needs, PEGs and other memoranda. Also, the SIP participates in meetings with OMB, MMR, and City Council staff to discuss budget and performance related memoranda.

**QUALIFICATIONS**

A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in public policy, 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; or

A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor 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.

### **Preferred Skills**

#### **Essential Skills**

Excellent oral and written communications skills. Literate in graduate-level quantitative methods. Knowledge of SPSS, STATA, and/or SAS.

**NOTE: New York City residency is required within 90 days of appointment. However, City employees in this title who have worked for the City for two continuous years, may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.**

#### **TO APPLY**

##### **CITY EMPLOYEES:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 180294**
- 3)

##### **FOR ALL OTHER APPLICANTS:**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID# 180294**

<b>Post Date: 01/07/2015</b>	<b>Post Until Filled</b>	<b>JVN: 180294</b>
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**The City is an Equal Opportunity Employer.**