

**City of New York  
CIVILIAN COMPLAINT REVIEW BOARD  
Job Vacancy Notice**

<b>Civil Service Title: Deputy Assistant Director (CCRB)</b>	<b>Level: M2</b>
<b>Title Code No: 10193</b>	<b>Salary: \$100,000 to \$120,000</b>
<b>Office Title: Director of Training</b>	<b>Work location: 100 Church Street, 10<sup>th</sup> Fl New York, NY 10007</b>
<b>Division/Work Unit: Civilian Complaint Review Board</b>	<b>Number of Positions: 1</b>
<b>Hours/Shift: Monday - Friday, 35 hours per week</b>	
<p><b>Job Description</b></p> <p>The Civilian Complaint Review Board (“CCRB”) is charged with investigating and mediating complaints which members of the public file against New York City police officers involving the use of force, abuse of authority, discourtesy or offensive language. The Board consists of 13 members who are appointed by the Mayor, the City Council and the Police Commissioner and who, along with the Executive Director, govern all operations of the agency. As the largest police oversight agency in the United States, the CCRB currently investigates approximately 5,000 complaints each year. The CCRB is also charged with operating its Administrative Prosecution Unit (“APU”) which prosecutes all cases substantiated by the Board. The CCRB’s staff consists of 178 employees, 131 of whom are investigators, mediation coordinators and attorneys engaged in the core function of the agency, to investigate complaints impartially, expeditiously and efficiently. Additional information concerning the CCRB is available at <a href="http://www.nyc.gov/ccrb">www.nyc.gov/ccrb</a>.</p> <p>The CCRB is seeking to hire a Director of Training to develop, assess and evaluate the training needs of all investigative staff and attorneys. The Director of Training is responsible for improving the productivity of investigators, mediation coordinators and attorneys. The position is responsible for the effective development, coordination and presentation of training and development programs for these groups of employees. The Director of Training assesses the needs of the agency in order to establish training initiatives, and identifies and arranges suitable training solutions. The position actively searches, creatively designs and implements effective methods to educate staff and enhance and evaluate staff performance using empirical methods. These empirical methods will also be used to assess employees’ need for training and to measure the effectiveness of training after employees have completed the required training program. The Director of Training must also keep apprised of the modification and improvements of the investigative process which the CCRB is currently undergoing, and develop relevant training programs, as needed, that are consistent with the changing needs of the agency so that staff gain the expertise and qualifications necessary to meet the</p>	

challenges which these modifications present.

Under the supervision of the Executive Director, the Director of Training is responsible for several duties. Duties and responsibilities shall include but not be limited to the following:

- Provide training in the following areas:
  - Interviewing complainants, eyewitnesses and police officers;
  - Gathering and assessing documentary, video and audio evidence;
  - Assessing the credibility of civilian and police officer statements;
  - Researching, interpreting and analyzing court cases, state and municipal laws, and police department rules; and
  - Writing closing reports, applying multiple sources of law to evaluate police officer interactions with the public.
- Conduct follow-up studies of all completed training to evaluate and measure results.
- Modify programs as needed to meet the changing needs of the Investigations Division, Mediation Unit and the APU.
- Develop effective training materials utilizing a variety of media
- Establish or procure trainer development programs and coach others involved in training efforts
- Provide effective growth and development opportunities for staff through training and skills development
- Develop and maintain communication methods, such as newsletters or policy memos, to ensure employees have knowledge of training events and general information.
- Establish a training program that utilizes highly qualified and locally or nationally renowned personalities to speak on topics related to law, litigation and investigation.
- Supervise the Assistant Director of Training and the Training Coordinator in the development and implementation of training programs.
- Develop and monitor spending against the agency's training budget.

#### **Required Skills and Experience**

Education: A baccalaureate degree and a graduate or JD degree from an accredited college or university, preferably a juris doctor degree.

Experience: A minimum of eight years of managerial experience, with four of those years in the management of an established training unit or program geared towards the development of staff in a fast-paced, work environment. The candidate must have a commitment to training and development of staff in a changing work environment.

New York City residency is required within 90 days of hire.

#### **Preferred Skills and Experience**

Experience performing administrative duties at an executive level; management-level budget administration; Human Resources management; senior-level problem-solving

#### **To Apply:**

For City employees, apply through Employee Self Service (ESS) under recruiting activities  
Search for Job ID# 193450

For all other applicants, go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)  
Search for Job ID# 193450

<b>Post Date:</b> 5/14/2015	<b>Post Until:</b> Filled	<b>JVN:</b> 193450
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**The City of New York is an Equal Opportunity Employer.**