

**City of New York  
CIVILIAN COMPLAINT REVIEW BD  
Job Posting Notice**

<b>Civil Service Title:</b> EXECUTIVE AGENCY COUNSEL	<b>Level:</b> M2
<b>Title Code No:</b> 95005	<b>Salary:</b> \$85,000.00/\$85,000.00-\$105,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Policy and Legal	<b>Work Location:</b> 100 Church St., N.Y.
<b>Division/Work Unit:</b> Civilian Complaint Review Bd	<b>Number of Positions:</b> 1
<b>Job ID:</b> 189563	<b>Hours/Shift:</b>
<b>Job Description</b>	
<p>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 5,000 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 <a href="http://www.nyc.gov/ccrb">www.nyc.gov/ccrb</a>.</p> <p>The CCRB is seeking a Legal and Policy Analyst, who will report to the Deputy Executive Director for Policy and Strategic initiatives and will be responsible for managing and implementing a portfolio of policy initiatives related to the CCRB's mission of investigating, mediating, and prosecuting complaints of the public against police officer of the New York City Police Department. The Policy and Legal Analyst will support key inter and intra-agency policy initiatives.</p> <p>Duties will also include:</p> <ul style="list-style-type: none"> <li>Gathering data and initiating data driven solutions to policy challenges that impact the CCRB;</li> <li>Recommending policy and legal actions related to further the development of policy accountability mechanisms in New York;</li> <li>Drafting memos, policy papers and presentations;</li> <li>Conducting research and short term projects at the request of the Deputy Executive Director for Policy;</li> <li>Attending meetings on behalf of the Deputy Executive Director for Policy;</li> <li>Implementing strategy for advancing the CCRB's policy goals with key decision-makers in local and state agencies;</li> <li>Working with stakeholders across city agencies to identify areas of concern and recommendations for research and policy recommendations;</li> </ul>	
<b>Minimum Qualification Requirements</b>	
<p>Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, 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</p>	

work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

### **Preferred Skills**

Demonstrate understanding of policing, criminal justice and research methods.

Candidates must have strong interpersonal skills, strong analytical, organizational, and quantitative skills; and demonstrate ability to meet deadlines and manage multiple initiatives in a timely manner and to be a team player. Capability of utilizing complex statistical and presentation software is strongly preferred. Preference will be given to candidates with experience working for or working with government agencies and government programs related to policing and criminal justice.

Strong facility with Word, Excel and PowerPoint required. Excellent oral and written communications skills. Literate in graduate-level quantitative methods. Knowledge of SQL, ARGIS, SPSS, STATA, and/or SAS preferred.

### **Additional Information**

#### **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.

#### **To Apply**

**CITY EMPLOYEES:**

- 1) Apply through Employee Self Service (ESS) under Recruiting Activities
- 2) Search for Job ID# 189563

**FOR ALL OTHER APPLICANTS:**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for Job ID#189563

### **Recruitment Contact**

**Posting Date:** 04/03/2015

**Post Until:** Filled

**The City of New York is an Equal Opportunity Employer**