

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> MIII
<b>Title Code No:</b> 10026	<b>Salary:</b> \$135,000.00/\$135,000.00-\$160,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Assistant Commissioner, Investigation	<b>Work Location:</b> 75-20 Astoria Blvd
<b>Division/Work Unit:</b> Investigation Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 177547	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States providing for the care and custody of inmates 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The DOC operates 14 inmate jail facilities including 10 on Rikers Island, the court commands in each of the five boroughs, and two prison hospital wards. The department manages an average daily population of over 11,500 inmates and employs more than 10,000 uniformed and non-uniform staff.

The Investigation Division is integral to the DOC's efforts to ensure the integrity, professionalism, and accountability of its staff and is responsible for investigating acts of staff misconduct both on and off-duty; excessive use of force incidents, complaints and allegations; undue familiarity with inmates; staff and inmates sexual abuse allegations; firearms regulation violations; erroneous inmate discharges; inmate escapes; improper outside employment; and any other staff conduct deemed unbecoming as a member of the DOC; or any staff actions that discredits the DOC. The Investigation Division employs more than 65 uniformed and non-uniformed personnel.

Under executive direction of the Deputy Commissioner of Investigation/Office of Excellence with the broadest possible latitude to exercise independent judgment, the Assistant Commissioner of Investigation will assist the Deputy Commissioner with leading the Investigation Division and will be responsible for managing and supervising all facets of investigations, making recommendations and determinations on the hiring and promotion of investigative staff, directing investigator training, setting strategic direction for the division, perform related duties as requested, and serve as liaison to DOC's Assistant Commissioner for Trials and the New York City Department of Investigation.

**Minimum 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.

**Preferred Skills**

A minimum of ten years (10) of investigative/law enforcement experience and knowledge of the New York City/New York State criminal justice system. Excellent writing, analytical, interpersonal, problem-solving, research, investigative, and supervisory skills is preferred.

**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**

**For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#177547.**

**For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#177547**

**Attention: Floretha Bryant**

**Submission of a resume is not a guarantee that you will receive an interview.  
Only those candidates under consideration will be contacted.**

**Posting Date:** 12/05/2014

**Post Until:** 12/20/2014

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