

REPOSTING

City of New York

DEPARTMENT OF CORRECTION

Job Posting Notice

Civil Service Title: Administrative Staff Analyst	Level: M-III
Title Code No: 10026	Salary: \$60,740/\$65,503-\$162,014 Frequency: ANNUAL
Business Title: Assistant Commissioner, Investigations	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Office of Excellence/ Investigations Division	Number of Positions: 1
Job ID: 151090	Hours/Shift: Minimum 35 hours/week

Job Description

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States. It provides 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 ten on Rikers Island, the court pens in each of the five boroughs, and two prison hospital wards, manages an average daily population of over 11,500 inmates, and employs more than 10,000 uniformed and civilian staff.

The Assistant Commissioner for Investigations will lead the DOC’s Investigations Division (ID) and report directly to and work under the general direction of the Deputy Commissioner responsible for ID, with wide latitude for the exercise of independent judgment and initiative. The ID is integral to the DOC’s efforts to ensure the integrity, professionalism, and accountability of its staff. The ID is responsible for investigating acts of misconduct, both on and off-duty, allegedly committed by uniformed and civilian staff, involving excessive use of force, undue familiarity with inmates, firearms regulation violations, erroneous discharges, escapes, improper outside employment, and any other conduct unbecoming a member of the DOC, or of a nature that brings discredit upon the DOC. In addition, the ID is charged with investigating allegations against both staff and inmates involving sexual abuse. More than 65 staff members are assigned to the ID; its investigative staff consists of both civilians and officers.

The Assistant Commissioner will be responsible for managing and supervising all facets of investigations, making recommendations and determinations for the hiring and promotion of investigative staff, directing investigator training, setting strategic direction for the division, and liaising with the 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

The preferred candidate has a juris doctorate and is a member of the bar in good standing. The preferred candidate also possesses a minimum of ten years of investigative/law enforcement/criminal defense and/or prosecution experience, knowledge of the New York City/New York State criminal justice system, excellent writing, analytical, and interpersonal skills, and a minimum of 18 months of managerial or supervisory experience.

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#151090.

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#151090.

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: 05/22/2014	Post Until: 07/31/2014
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The City of New York is an Equal Opportunity Employer