

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

<b>Civil Service Title:</b> Confidential Agency Investigator	<b>Level:</b> M-V
<b>Title Code No:</b> 06793	<b>Salary:</b> \$170,000-\$185,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Deputy Commissioner, Investigations	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Investigations Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 227165	<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 DOC seeks a candidate to serve as the Deputy Commissioner for the Investigations Division. The Investigations Division is integral to the DOC's efforts to ensure the integrity, professionalism, and accountability of its staff and is responsible for investigating staff conduct deemed unbecoming as a member of the DOC; or any staff actions that discredits the department. Under the executive direction of the Commissioner, and with the broadest possible latitude to exercise independent judgment, the Deputy Commissioner of Investigations will perform highly confidential and sensitive work in planning and formulating strategies to initiate departmental investigations pertaining to staff misconduct, corruption, uses of force, complaints, staff arrests, allegations, erroneous discharges, sexual abuse allegations, firearms violations, etc. The incumbent will also be responsible for overseeing all facets of investigations and the integrity control program; advising the Commissioner and the executive leadership team on pertinent and sensitive investigations; making recommendations and determinations on the hiring and promotion of investigative staff; directing investigator training, setting strategic direction for the division; serving as liaison to the New York City Department of Investigation/Inspector General, NYPD, and other law enforcement agencies; developing and modifying departmental policies pertaining to disciplinary matters, use of force abuse, allegations, investigations, etc.; ensuring through subordinates the timely completion of investigations, fact finding, and determinations; and performing related duties as requested.

**Minimum Qualification Requirements**

1. A baccalaureate or associate degree from an accredited college, and four years of satisfactory full-time experience in the field of investigations, auditing, law enforcement, criminal justice, or in a major operational area of the agency in which the appointment is to be made, 18 months of which must have been in an administrative, managerial or executive capacity or supervising a staff performing investigations or related work; or
2. Education and/or experience equivalent to '1' above. However, all candidates must have the 18 months of experience in an administrative, managerial, executive or supervisory capacity as described in '1' above.

**Preferred Skills**

- At least fifteen (15) or more years extensive managerial, executive or supervisory experience in law enforcement/investigations/criminal justice (i.e. police, corrections, probation, parole, etc.);
- Professional supervisory experience overseeing staff performing a variety of investigations and through knowledge of the New York City/New York State criminal justice system;
- Experience supervising/conducting sex crimes investigations; staff misconduct investigations, excessive use of force, corruption, and illegal activities investigations is preferred;
- Significant knowledge of investigative procedures and processes, i.e. (NYPD, FBI, DOI, DEA, Correction, other law enforcement);
- Knowledge of the laws, regulations, consent decrees, minimum standards and other legal mandates which affect the field of correction, investigations and the criminal justice system; knowledge of DOC rules, regulations, directives and protocols is a plus;
- Experience working with prosecutors in developing and presenting cases; and testifying at hearings and court proceedings is a plus;
- Ability to be objective and thorough in conducting investigations of law enforcement personnel, inmates, confidential witnesses and informants;
- Ability to communicate highly sensitive, complex, and technical information clearly and succinctly, both orally and in writing;
- Experience conducting investigations using a variety of data sources (i.e. eJusticeNY, CLEAR, IIS, IFCOM, Webcrims, Rapsheets, various watchdog registries, social media platforms, etc.)
- Excellent investigative skills, communications skills, supervisory skills, strong analytical, research, problem solving, presentation and writing skills;
- Ms Office (Word, Excel, Outlook) proficiency; Successful candidates must clear a background investigation and possess a valid NYS driver's license. Firearms qualified is a plus.

**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) and search for **Job ID# 227165**  
For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for **Job ID# 227165**

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

<b>Posting Date:</b> 01/04/16	<b>Post Until:</b> 01/31/16
-------------------------------	-----------------------------

**The City of New York and the Department of Correction are Equal Opportunity Employers.**