

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

Civil Service Title: Confidential Agency Investigator	Level: M-I
Title Code No: 06793	Salary: \$90,000-\$115,000 Frequency: ANNUAL
Business Title: Deputy Director - Investigations	Work Location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Investigation Division	Number of Positions: 4
Job ID: 199674	Hours/Shift: Day Tour

JOB DESCRIPTION

The New York City Department of Correction seeks to recruit Deputy Directors for the Investigation Division. Under the direction of the Deputy Commissioner for the Office of Excellence and with latitude to exercise independent judgement and decision making, the successful candidates will be responsible for directing criminal and/or non-criminal, unique, highly confidential and sensitive investigations. The Investigation Division (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, ID is charged with investigating allegations against both staff and inmates involving sexual assaults. Typical responsibilities of this position include:

- Directing the activities of a professional staff of investigators engaged in the performance of confidential, highly complex, and/or special investigations involving surveillances, interrogation of subjects and witnesses, and examinations and analysis of financial, public or agency records;
- Directing investigations involving the possible corruption, misconduct, or other illegal, unethical or improper activities of agency officials or employees or entities doing business with the agency; as well as illegal, fraudulent, or improper uses of City property;
- Overseeing and managing all Investigation Division investigations concerning allegations of inmate-on-inmate coercive sexual contact and staff-on-inmate sexual threats/contact/abuse;
- Acting as the Investigation Division's liaison with the Department of Investigation, the New York City Police Department, and/or district attorneys' offices with respect to these investigations;
- Assisting in the formulation of division policies; developing and conducting corruption prevention and control programs, security surveys, training programs for agency staff and other city employees, and security plans for agency operations and facilities;
- Preparing, reviewing, evaluating, and acting on all reports, studies and recommendations submitted for administrative action; making recommendations and decisions regarding investigations;
- Developing and conducting corruption prevention and control programs, security surveys, training programs for agency staff and other city employees, and security plans for agency operations and facilities;
- Working in close coordination with federal, state and city investigation and law enforcement agencies; testifying at hearings and court proceedings.

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 administrative, managerial, executive or supervisory experience in law enforcement (i.e. police, corrections, probation, parole, etc.);
- At least five (5) or more years managerial, executive or supervisory experience in a correctional setting;
- Experience conducting sex crimes investigations; gang related violence and crimes; crime reduction; tracking criminal activity; illegal narcotics possession and distribution; staff misconduct, excessive use of force, corruption, and illegal activities investigations is preferred;
- Experience working with prosecutors in developing and presenting cases; and testifying at hearings and court proceedings is a plus;
- Significant knowledge of the NYPD investigative procedures and processes, NYPD special victims' squads, and the New York City criminal justice system; 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;
- Ability to be objective and thorough in conducting investigations of law enforcement personnel, inmates, confidential witnesses and informants; Ability to supervise a team of investigators;
- Experience conducting investigations using a variety of data sources or criminal databases (i.e. eJusticeNY, CLEAR, IIS, IFCOM, Webcrims, Rapsheets, various watchdog registries, social media platforms, etc.)
- Possess excellent communications skills, strong analytical, research, problem solving, presentation and writing skills;
- Masters Degree or above in Human Resources, Training and Development is a plus;
- 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 and search for Job ID #199674.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#199674.

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 07/10/2015	Post Until: 07/31/15
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