

**City of New York
DEPARTMENT OF TRANSPORTATION
Job Vacancy Notice**

Civil Service Title: Investigator	Level: 00	
Title Code No: 31105	Salary: \$34,977 / \$40,224 - \$55,848	
Office Title: Investigator	Work location: Manhattan	
Hours/Shift: 35 / Varies	Number of Positions: 1	
Work Unit/ Division: Office of the Agency Chief Contracting Officer, Division of Finance, Contracts & Program Management		
<p>Job Description</p> <p>Under general supervision, with some latitude for independent initiative and judgment, performs professional investigations designed to prevent or detect violations of rules and regulations of City, State and Federal Government. Periodically visits contractors work sites to interview contractors and their employees, and monitors their compliance with contractual provisions of City, State and Federally funded projects. Reviews various documents for completeness, to ensure contractor and agency compliance with laws, rules and directives regarding prevailing wage rates, and verifies documents. Reviews and analyzes field staffing reports and other records at the contractors' field site. Prepares reports summarizing the results of investigations and interviews, and recommends corrective actions. Ascertains that low bidders have submitted all required forms at bid openings; conducts pre-award and pre-construction meetings to review Federal, State and City compliance requirements. Reviews subcontractor approval requests to ensure DBE/MWBE certification to perform the work proposed prior to commencement; conducts annual comprehensive compliance reviews of Federal Highway Administration projects in order to determine compliance. Performs related duties.</p>		
<p>Qualification Requirements</p> <ol style="list-style-type: none"> 1. A four-year high school diploma or its educational equivalent and three years of satisfactory, full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or 2. An associate degree or 60 semester credits from an accredited college and two years of satisfactory, full-time experience as described in "1" above; or 3. A baccalaureate degree from an accredited college; or 4. Education and/or experience equivalent to "1," "2" or "3" above. 		
<p>Essential Skills</p> <p>Good computer (Microsoft Word, Excel and Access) skills; the ability to speak a second language; good analytical skills; well organized; the ability to conduct research using databases and the internet; a valid NYS divers license. Understanding of NYC Local Law 129, Federal Regulation 49CFR26 and NYS Labor Law 220, 230.</p>		
<p>To Apply</p> <p>Place the control code listed below in the upper right hand corner of your resume and on the lower left hand corner of the envelope. Your resume must include a chronological work history and salary earnings summary.</p> <p>Send your resume to:</p> <p>Mirela Dibra Office of the Agency Chief Contracting Officer NYC Department of Transportation 55 Water Street, Room 825 New York, NY 10041</p>		
Post Date: 01/23/2012	Post Until: 02/03/2012	JVN: 841-2012-10312

The City of New York is an Equal Opportunity Employer. While we appreciate every applicant's interest, only those under consideration will be contacted. No telephone inquiries please. New hires must reside in NYC for the first two years of employment. Appointments are subject to OMB approval.