



HRA/DEPT OF SOCIAL SERVICES
Job Posting Notice

Job ID: 109302 # of Positions: 1
Business Title: DIRECTOR
Civil Service Title: ADMINISTRATIVE INVESTIGATOR M-II
Title Code No: 10026 Level: M2
Proposed Salary Range: \$ 54,740.00 - \$146,276.00 (Annual)
Work Location: 250 Church St., N.Y.
Division/Work Unit: PROSECUTIONS & ADMINISTRATIVE HEARINGS
DIVISION

Job Description

The Investigation, Revenue, and Enforcement Administration (IREA) is recruiting a Director for their Prosecutions & Administrative Hearings Division within their Office of Investigation (OI) / Bureau of Fraud Investigations (BFI), who will:

- Manage, plan, and develop the overall operational activities of the Prosecutions & Administrative Hearings Division.
- Oversee three (3) Deputy Directors providing direction and assistance, especially for extremely complex and sensitive investigations that require convergence with management and other law enforcement agencies.
- Manage relationships effectively with five New York City District Attorneys' Offices and the Office of Temporary and Disability Assistance (OTDA); maintain contact with the several internal/external units/agencies involved in the criminal, civil, or administrative litigation of BFI cases to insure the timely processing of new or returned cases, that the content of the cases conform to federal, state, and city laws and social services guidelines necessary for successful adjudication, and that Agency claims on monies from the aforementioned cases are recognized and satisfied.
- Meet with supervisory staff to discuss case processing, tracking, outcomes, and any issue(s) that require immediate attention; identify and resolve problems with subordinate staff and investigative procedures to meet deadlines and ensure

maximum operational productivity; measure outcomes and develop policy and procedure to improve outcomes.

- Conduct performance reviews and complete evaluations for subordinate staff; provide staff development and training on Agency policy and practices, and keep staff informed of new procedures.

Preferred Skills

- Preferred candidate has a Juris Doctor and prosecutive experience.
- Ability to critically assess operational issues, use evaluation techniques, and conduct research to develop cost-effective corrective actions and policies designed to improve performance and operational efficiency.
- Excellent supervisory and technical skills to plan and monitor projects undertaken by assigned staff.
- Familiarity with concepts of specific and general deterrence.
- Excellent oral and written communication skills with strong analytical and decision-making abilities.
- Excellent written, verbal, interpretive and interpersonal skills.
- Working knowledge of HRA/IREA systems including WMS, HRA Viewer, POS, ALERTS, and Lexis Nexis systems.

To Apply:

<https://a127-jobs.nyc.gov>

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.

POSTING
DATE: 01/02/2013

POST
UNTIL: Until Filled

The City of New York is an Equal Opportunity Employer
