

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

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| <b>Civil Service Title:</b> Special Investigator | <b>Title Code No:</b> 3 1 1 3 0     |
| <b>Unit:</b> OIG-NYPD                            | <b>Work location:</b> Manhattan     |
| <b>Office Title:</b> Policy Analyst              |                                     |
| <b>Number of Positions:</b> 1                    | <b>Salary:</b> \$47,040 - \$ 60,000 |

**Job Description**

The Department of Investigation's Office of the Inspector General for the New York City Police Department ("Office" or "OIG-NYPD") is authorized to investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices of NYPD, with the goal of enhancing the effectiveness of NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force.

OIG-NYPD is seeking a Policy Analyst to review selected operations, policies, programs and practices of the NYPD. The Policy Analyst, using a data-driven approach and at times working with the Office's investigative unit, will identify areas of concern and where improvements are needed in how NYPD carries out its law enforcement responsibilities. The Policy Analyst, along with other policy analysts in the unit, will further develop recommendations for reforms in policing, based on best practices and other research. The Policy Analyst will also monitor and produce reports documenting the extent to which NYPD implements, or does not implement, the Office's recommendations.

The Policy Analyst must have strong research and communication skills and be adept at conveying complex policy issues to other OIG-NYPD staff members and to a lay audience.

The Policy Analyst will sit within OIG-NYPD's Policy Analysis unit and will work on multi-disciplinary teams including auditors, investigators, data analysts, and attorneys. The successful Policy Analyst candidate will be conscientious, detail-oriented, self-motivated and flexible enough to perform effectively both independently and as part of a multi-disciplinary team.

**Qualifications**

- A 4-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in the field of investigation, auditing, law enforcement, security, inspection, or a related field; or
- A baccalaureate degree from an accredited college; or
- Education and/or experience equivalent to "1" or "2" above; and
- Strong written and oral communication skills

**Preferred Skills**

- Experience conducting policy reviews or analysis
- Advanced degree in a social science or related field, and a background in conducting policy reviews for a government or non-profit organization
- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, and/or civil rights issues
- Excellent judgment and confidence to discuss law enforcement policies and procedures with internal and external stakeholders
- Familiarity with NYPD procedures a plus
- Experience with quantitative and qualitative research methods
- Knowledge of statistical software packages

**To Apply:**

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare/ess>

Click on Recruiting Activities/Careers and Search for Job ID #223210

All other applicants, please go to [www.nyc.gov/career/search](http://www.nyc.gov/career/search) and search for Job ID #223210

**NO PHONE CALLS, LETTERS OR FAXES  
ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

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 requirements applies to you, please discuss with the agency representative at the time of interview.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

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| <b>Post Date:</b> 11/20/15 | <b>Post Until Filled</b> |  |
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**The City of New York is an Equal Opportunity Employer.**