

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

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| Civil Service Title: Special Investigator | Title Code No: 31130 |
| Unit: Office of Inspector General for the NYPD | Work location: 80 Maiden Lane, Manhattan |
| Office Title: Senior Policy Manager | |
| Number of Positions: 1 | Salary: \$47,040 to \$75,000 Commensurate with Experience |

Job Description

The Department of Investigation’s Office of Inspector General for the New York 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 the NYPD, with the goals of enhancing the effectiveness of the police department, increasing public safety, protecting civil liberties and civil rights, and increasing the public’s confidence in the police force.

OIG-NYPD is seeking a Senior Policy Manager to lead teams comprised of the policy assistants, data analysts, and auditors who will review selected operations, policies, programs, and practices of the NYPD and develop recommendations for reform concerning policing. The Senior Policy Manager will report to the Director of Policy Analysis and help oversee the day-to-day operations of OIG-NYPD’s policy analysis unit, while coordinating with the Office’s investigative unit where appropriate. The Senior Policy Manager, along with two other senior policy managers, will supervise and ensure the proper training of employees within the unit; assign projects and actively monitor and guide their progress; and draft, review and edit reports containing qualitative and quantitative information regarding the NYPD.

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

- At least five years of experience conducting research into or reviews and analysis of public policy.
- Advanced degree in the social sciences or in mathematics, statistics, economics, engineering, computer science, or a related field.
- Experience supervising and training other employees.
- Strong interpersonal and management skills; excellent organizational and time management skills; superb judgment.
- Knowledge of, and demonstrated interest in, law enforcement, criminal justice and/or civil rights issues
- Familiarity with New York City 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 #222657

All other applicants, please go to www.nyc.gov/career/search and search for Job ID#222657

PLEASE DO NOT EMAIL, MAIL OR FAX YOUR RESUME TO DOI DIRECTLY.

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 two 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.

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

Post Date: 11/13/15

Post Until filled

The City of New York is an Equal Opportunity Employer.