

SENIOR ADVISOR FOR INVESTIGATIONS (ACS)

Duties and Responsibilities

This is a management class of position. Under executive direction, with wide latitude for the exercise of independent initiative and judgment, provides direction to agency's investigation units to ensure child safety, develops investigative policies and practices appropriate for child welfare and consistent with State and Federal law, oversees special investigations and support involving allegations of child abuse and/or neglect, prevent child trafficking and facilitate partnerships between agency staff and mandated reporters. The following are typical assignments within this class of position.

Assists the Commissioner with the development of investigative policies and practices.

Provides advice and direction to the Commissioner on high profile investigations.

Directs the activities of a professional staff of investigators engaged in the performance of child protection investigations, child trafficking investigations, or other confidential, highly complex, and/or special investigations involving surveillances, interrogation of subjects and witnesses, performing criminal history and domestic violence clearances to inform safety and risk decisions, or location and recovery of youth missing from care.

Directs investigative activities of staff performing child welfare/protective work and makes decisions as to appropriate action to be taken regarding investigations.

Directs training and development of staff in child welfare investigative techniques and ensures that ACS frontline staff are aware of and utilizes best practices in child welfare investigations.

Leads coordinated responses to the most serious cases of alleged abuse of children.

Oversees the preparation and submission of operational reports.

Develops and implements policies, procedures, practice guidelines, and tools to encourage and ensure that ACS staff, agency contracted service providers, and other child welfare professionals are aware of and properly utilize investigative services.

SENIOR ADVISOR FOR INVESTIGATIONS (ACS) (continued)

Duties and Responsibilities (continued)

Oversees the management of ongoing safety concerns in regards to current or past child protective investigations; facilitates partnerships between child protection services and mandated reporters.

Collaborates with law enforcement officials, City agencies and other important partners.

Represents ACS at various forums, including but not limited to the City Council, Family Court hearings and consultations with external and other child welfare stakeholders.

Qualification Requirements

1. A baccalaureate degree from an accredited college and six 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. Educational and/or experience which is equivalent to "1". However, all candidates must have 18 months of experience in an administrative, managerial, executive or supervisory capacity as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified as Non-Competitive.