

**City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice**

Civil Service Title: INVESTIGATOR (EMPLOYEE DISCIPLINE)	Level: 01
Title Code No: 06688	Salary: \$37,302.00-\$57,043.00
Business Title: Risk Management Analyst	Work Location: 280 Broadway, 7th Floor, N.Y.
Division/Work Unit: Office of Risk Management	Number of Positions: 5
Job ID: 198617	Hours/Shift: 35 hours (minimum)
Job Description	
<p>The New York City Department of Buildings (DOB) has an immediate opening for a Risk Management Analyst. The Risk Management Office's mission is to identify areas of risk, both internal and external, for the DOB and to develop strategies to mitigate those risks. The Risk Management Analyst will work closely with the Risk Management Officer and the Director of Research and Analysis to use data analytics to identify patterns of fraud, corruption or other criminality that impacts the Department. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> -Create reports and dashboards for managerial staff. -Assist investigators in the development of information that may lead to the investigation, discipline and in some circumstances, arrest of problem contractors, licensees and property owners. -Excel spreadsheets, writing formulas and creating pivot tables for data analysis and presentation. -PowerPoint assisting in the creation of PowerPoint presentations. -SharePoint 2013 maintain and update the Office of Risk Management's SharePoint site. -Assist in the preparation and review of both the employee and industry Code of Conduct. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in one or more of the fields of accounting, auditing, correction administration, criminal justice administration and planning, forensic science, and security, or in a major operational area of the agency in which the appointment is to be made; or 2. A baccalaureate degree from an accredited college; or 3. Education and/or experience equivalent to "1" or "2" above. 	
Preferred Skills	
<ul style="list-style-type: none"> -Commitment to public service -Ability to communicate effectively -Proficient in Excel, Access and PowerPoint -GIS and spatial analytics, including ArcGIS -Statistical programming including Stata, SAS, R or similar -Data visualization technologies and fusion tables -Excellent organization, communication, writing, and creative problem solving skills are essential; must be detail-oriented -Dependable team player who works collaboratively and cooperatively with staff in a team-oriented environment. -Ability to work independently and manage multiple short-term projects. -Preference given to those with a Bachelor's degree 	
Additional Information	
-A one-year commitment is required; two-year commitment preferred	
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.	
To Apply	
For Non-City/External Candidates: Visit the External Applicant NYC Careers site and search for the specific Job ID #.	
For Current City Employees: Visit Employee Self-Service (ESS) to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #.	
No phone calls, faxes or personal inquiries permitted.	
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED	
Posting Date: 07/6/2015	Post Until: Filled

The City of New York is an Equal Opportunity Employer