

City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: Deputy Inspector General	Title Code No: 31144
Unit: Office of Inspector General for the NYPD	Work location: 80 Maiden Lane, Manhattan
Office Title: Executive Project Manager	
Number of Positions: 1	Salary: \$ 75,000.00 to \$ 120,000.00 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 effectiveness of the police department, increasing public safety, protecting civil liberties and civil rights, and increasing the public’s confidence in the police force.

The Executive Project Manager will support the Inspector General and Deputy Inspector General by reviewing, revising, and providing quality control for substantive policy reports produced by OIG-NYPD regarding NYPD policies, operations, and practices. The Executive Project Manager will be responsible for working with the Inspector General, Deputy Inspector General, and assigned project leaders from the Office’s Investigative, Policy Analysis, and Legal units to structure, draft, and edit the Office’s investigatory evidence, analyses, and recommendations into crisp, focused, and cohesive reports.

Specific responsibilities of the Executive Project Manager will include:

- Ensuring that OIG-NYPD reports are written clearly, concisely, and consistent with agency style.
- Providing input into the drafting of investigative plans and document requests.
- Coordinating with project leaders to stay abreast of progress during the course of OIG-NYPD investigations and reviews.
- Developing effective means of presenting and reporting complex information, including both quantitative and qualitative data, including by working with internal subject matter experts.
- Reviewing, editing, and integrating drafts written by investigative and policy analysis staff to ensure consistency and clarity of message.
- Incorporating feedback from OIG-NYPD and DOI executive leadership into document drafts.
- Balancing a wide range of editorial projects with varying deadlines.
- Helping to prepare project members for interviews and other investigatory activities.
- Occasionally serving as a project leader over substantive reviews and investigations.
- Overseeing quality control processes to verify the accuracy of data and analyses included in OIG-NYPD reports.
- Performing such other tasks related to the preparation, editing, and release of investigative and policy reports, as well as to the overall functioning of the office, as the Inspector General deems necessary to fulfill OIG-NYPD’s mandate.

Qualifications

1. A baccalaureate degree from an accredited college or university and four years of full-time experience in investigation, auditing, law enforcement, law security, management analysis, or in a major operational area of the agency to which the assignment is to be made; at least 18 months of which must have been in a supervisory, administrative, managerial or executive capacity, and the approval of the Commissioner of Investigation; or
2. Education and/or experience equivalent to “1” above. However, all candidates must have the approval of the Commissioner of Investigation and 18 months of supervisory, administrative, managerial or executive experience; or 18 months of experience in the exercise of discretion and professional judgment in significant policy matters related to criminal justice or areas particularly relevant to the Office of the Inspector General to which the candidate would be assigned.

Preferred Skills

- Superb writing and editorial skills, with particular emphasis on the drafting and editing of substantive investigative and public policy reports.
- Excellent organizational, project management, and people management skills, with the ability to compile information from multi-disciplinary teams – including investigators, policy analysts, auditors, and attorneys -- and present such material in a clear, concise manner and with OIG-NYPD’s organizational voice.
- The ability to comprehend, synthesize, and communicate complex legal issues and analytical data in a clear, effective, and compelling manner to a broad audience.
- Prior substantial experience in the fields of law enforcement and/or criminal justice is strongly preferred.

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 # 231144

All other applicants, please go to www.nyc.gov/career/search and search for Job ID# 231144

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: 2/10/16

Post Until filled

The City of New York is an Equal Opportunity Employer.