

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

Civil Service Title: Deputy Inspector General	Level: M3
Title Code No: 31144	Salary: \$120,000 - \$160,000.00
Office Title: Deputy Inspector General	Work location: 80 Maiden Lane
Division/Work Unit: OIG-NYPD	Number of Positions: 1

Job Description

The New York City Department of Investigation (“DOI”) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the People of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

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 New York City Police Department (“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 Deputy Inspector General will support the Inspector General by helping to oversee a multi-disciplinary office of investigators, policy analysts, auditors, attorneys, outreach staff, and support personnel in performing important investigations and analyses of various aspects of policing in New York City in a high-profile environment. Working with the Inspector General and executive staff, as well as project leaders from the Office’s Investigative, Policy Analysis, Legal, and Outreach units, the Deputy Inspector General will be responsible for helping to structure and guide the Office’s investigations and analyses of various aspects of NYPD policies, practices, and operations in order to identify deficiencies, issue substantive public reports, and develop actionable recommendations for improvements at the NYPD.

Specific responsibilities of the Deputy Inspector General include:

- Overseeing and guiding the office’s investigations, analyses, and evaluations of the NYPD and its practices and policies, including systemic reviews, complaints received from community and police stakeholders, and allegations of fraud, abuse, and misconduct.
- Managing the production of OIG-NYPD reports that are written clearly, concisely, and accurately, with practical and actionable recommendations for reform and remediation.
- Ensuring that proper quality control processes are in place to verify the accuracy of data, analyses, and findings included in OIG-NYPD reports.
- Recruiting, hiring, and managing OIG-NYPD staff, including ensuring that staff are properly trained and staying abreast of current policing and police accountability issues.
- Building and maintaining constructive relationships with the NYPD and other City and government officials, as well as community stakeholders, to obtain data, understand stakeholder concerns, and inform the public of OIG-NYPD’s work.
- Representing OIG-NYPD and its work in a variety settings, including meetings with and presentations to external groups and stakeholders.
- Maintaining an active familiarity with current policing issues, both at NYPD and nationwide, to identify possible areas of concern and topics for further review.
- Providing counsel and support to the Inspector General on a range of operational and strategic issues, including project direction, resource allocation, report deadlines, planning, and other strategic issues.
- Balancing a wide range of substantive and managerial projects with varying deadlines.
- Provide updates to the DOI’s Executive staff as required.
- 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.

Qualification Requirements

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

- Demonstrated excellent project management and organizational skills, with an ability to multi-task effectively, meet and enforce deadlines, and consistently work at a high level of competence, even in high-pressure situations.
- Strong interpersonal and people management skills, with sound judgment.
- Superb writing and editorial skills, with particular emphasis on the drafting and editing of substantive investigative and public policy reports.
- The ability to comprehend, synthesize, and communicate complex policy perspectives, legal issues, and analytical data in a clear, effective, and compelling manner to a broad audience.
- Flexibility to meet changing organizational needs in a young but evolving unit.
- Ability to focus on details as well as the big picture in tackling problems.
- Demonstrated ethics and sound judgment.
- Prior substantial experience in the fields of police accountability, law enforcement, civil rights, and/or criminal justice is strongly preferred.
- Knowledge of New York City government is a plus, but is not required.

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 the specific Job ID# 284943.

All other applicants, please go to www.nyc.gov/career/search and search for the specific Job ID# 284943.

Please do not email, mail or fax your resume to DOI directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes DOI receives for positions, only selected candidates 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 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: 3/23/2017

Post Until: 06/21/2017

JVN: 032-2017- 284943

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.