

NEW YORK CITY BUSINESS INTEGRITY COMMISSION

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst

TITLE CODE NO: 10026

OFFICE TITLE: Director of Investigations

SALARY RANGE: \$65,503 - \$162,014

UNIT/LOCATION: 100 Church Street, 20th Floor
New York, NY 10007

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The Business Integrity Commission (“BIC”) has oversight of the private carting industry, wholesalers and businesses operating in the designated public wholesale markets, and shipboard gambling. BIC seeks a Director of Investigations to oversee the operation and investigations of the agency’s Investigation Unit. With wide latitude for independent judgment and decision-making, the Director of Investigations will manage and supervise all facets of investigations. The Investigations Unit conducts criminal, civil and regulatory investigations related to the private carting industry and wholesalers and businesses in the public wholesale markets.

The selected candidate must have training and experience in executing search and arrest warrants, conducting interviews, preparing detail reports, ability to develop, collect and analyze intelligence information, conduct surveillance, knowledge and use of information technology such as electronic surveillance equipment, knowledge of the criminal justice system, maintaining and cultivating and working with confidential informants. Five or more years of supervisory or managerial experience in investigative law enforcement area is a plus. The selected candidate will interact, as necessary, with Executive and other Managerial staff, as well as with NYPS officials and representatives from other law enforcement agencies, prosecutors’ offices and community and advocacy groups. The Director of Investigations will report to the Deputy Commissioner of Investigations.

PREFERRED QUALIFICATIONS:

- Knowledge of organized crime.
- Experience in law enforcement or criminal justice fields.
- Strong oral and written communication skills
- Ability to deal calmly and effectively in difficult situations.
- Five years of supervisory or managerial experience in investigative or law enforcement area.
- Knowledge of criminal law.
- Strong organizational skills.
- Self-motivated
- Knowledge and experience of the private carting industry and public wholesale markets preferred

QUALIFICATIONS REQUIRED:

1. A master’s degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in “1” above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in “1” above;
3. **NYC residency required within 3 months of appointment.**

To Apply:

City employees: <https://a127-ess.nyc.gov/psp/prdess/?cmd=login>

Non-City candidates: <https://a127-jobs.nyc.gov/>

ALSO

Human Resources Department
New York City Business Integrity Commission
100 Church Street, 20th Floor
New York, NY 10007
FAX: 212-676-2846
hresources@bic.nyc.gov

The City of New York is an Equal Opportunity Employer.

POSTING DATE: 7/15/2014

POST UNTIL: Until Filled

POSTING #: 831-14-088