

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB POSTING NOTICE**

Civil Service Title: Confidential Agency Investigator	Level: M-IV
Title Code No: 06793	Salary: \$140,000 - \$170,000 Frequency: ANNUAL
Business Title: Associate Commissioner, Correction Intelligence Bureau	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 1
Job ID: 320671	Hours/Shift: Day Tour
JOB DESCRIPTION	
<p>The New York City Department of Correction (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.</p> <p>The New York City Department of Correction seeks an experienced candidate to serve as the Associate Commissioner for the Correction Intelligence Bureau (CIB). Under executive direction of the Commissioner, with wide latitude to exercise independent judgment and initiative, the Associate Commissioner of the CIB will be responsible for overseeing the bureau with special focus on initiatives designed to develop intelligence for the prevention of gang-related activity and manage investigations of gang-related incidents within the Department of Correction facilities. Responsibilities include management of the CIB staff engaged in the investigations, and arrest processing units; oversee the arrest/re-arrest and prosecution of inmates responsible for criminal incidents within Department of Correction facilities, work closely with the DA's office in providing tangible evidence to advance prosecution, development and oversight of complex and effective strategies to detect and prevent gang violence. The Intelligence Bureau will also work collaboratively with other law enforcement operations to further enhance public safety within the City of New York.</p> <p>The Associate Commissioner will also provide leadership in the achievement of agency priorities including, but not limited to, compliance with legal mandates and minimum standards, ensuring effective and efficient operations, and the optimal application of correctional best practices; establish objectives, priorities and benchmarks consistent with departmental goals; develop methods for evaluating effectiveness and propose new procedures based on outcomes; measure and monitor performance objectives; develop and strengthen interagency information-sharing and collaboration efforts through the CIB's Fusion Center to enhance intelligence operations and improve coordination for criminal prosecutions; maximize the intelligence and gang management contributions of CIB through measures including enhanced criminal intelligence analysis, confidential informant, and investigations training; case management and tracking training; inmate apprehension and re-arrest training; and electronic surveillance and crime scene preservation training; ensure adequate accountability metrics are established within the TEAMS structure to specifically measure intelligence inputs and outcomes; through subordinates, manage systematic reviews of the CIB organizational segments to assess operations; develop guidelines and subsequently implement new or revised policies, procedures and protocols where necessary; and perform related duties as assigned.</p>	
MINIMUM QUALIFICATION REQUIREMENTS	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college, and four 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. Education and/or experience equivalent to '1' above. However, all candidates must have the 18 months of experience in an administrative, managerial, executive or supervisory capacity as described in '1' above. 	
PREFERRED SKILLS	
<ul style="list-style-type: none"> • Through knowledge of criminal justice and intelligence gathering; proven investigative managerial ability is a plus; • At least ten (10) or more years extensive administrative, managerial, executive or supervisory experience in law enforcement (i.e. police, corrections, probation, parole, etc.), organizational analyses, tactical apprehensions, and evidence collection is preferred; • Experience conducting a variety of investigations; staff misconduct, corruption, and illegal activities investigations is preferred; • Experience working with prosecutors in developing and presenting cases; and testifying at hearings and court proceedings is a plus; • Ability to be objective and thorough in conducting investigations of law enforcement personnel, inmates, confidential witnesses and informants; • Possess excellent investigative skills, communications skills, strong analytical, research, problem solving, presentation and writing skills; Ability to communicate highly complex and technical matters clearly and succinctly; • Successful candidates must clear a background investigation and Posses a valid NYS driver's license. 	
RESIDENCY REQUIREMENT	
<p>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.</p>	
TO APPLY	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 320671 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 320671 Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 1/19/18	Post Until: 2/1/18

The New York City Department of Correction and The City of New York are Equal Opportunity Employers.