

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

<b>Civil Service Title: Confidential Investigator</b>	<b>Level: 3</b>
<b>Title Code No: 31143</b>	<b>Salary: \$62,360.00 - \$88,564.00</b>
<b>Office Title: Assistant Inspector General</b>	<b>Work location: 180 Maiden Lane</b>
<b>Division/Work Unit: OIG-NYPD</b>	<b>Number of Positions: 1</b>

**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.

DOI's Office of the Inspector General for the New York City Police Department (OIG-NYPD) is authorized to investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices of the New York Police Department (NYPD), with the goal of enhancing the effectiveness of NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force.

OIG-NYPD is seeking an Assistant Inspector General in OIG-NYPD's Policy Analysis unit. Reporting to the Deputy Inspector General for Policy Analysis, the Assistant Inspector General will, along with another Assistant Inspector General, assist in managing the Policy unit and leading teams comprised of policy assistants, data analysts, and auditors who will review selected policies, practices, and operations of NYPD and develop recommendations for changes. The Assistant Inspector General will assist in developing qualitative and quantitative methodologies for OIG-NYPD's work and lead multidisciplinary teams conducting systemic reviews and complex investigations of NYPD. The Assistant Inspector General will also assist in administering the day-to-day operations of OIG-NYPD's Policy Analysis unit, coordinating with the Office's Investigations unit where appropriate. The Assistant Inspector General, along with other managers, will supervise and ensure the proper training of employees within the unit; assign projects and actively monitor and guide their progress; and handle other managerial functions. In addition, the Assistant Inspector General will participate in the recruitment and hiring of skilled analysts, auditors, support staff, and interns.

If selected, the candidate will be fingerprinted and undergo a background investigation. In addition, because the position has a law enforcement and/or investigative function, the candidate's consumer credit history will be reviewed during the background investigation, as permitted by NYC Administrative Code § 8-107(24)(b)(2)(A).

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and four years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, 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 university; or
3. Education and/or experience equivalent to "1" or "2" above.

**Preferred Skills**

- At least five years of professional experience conducting research into or reviews and analysis of public policy.
- Degree in the social sciences or in mathematics, statistics, economics, computer science, or a related field.
- Experience supervising and training other employees.
- Strong interpersonal and management skills.
- Excellent organizational and time management skills
- Superb judgment.
- Knowledge of, and demonstrated interest in criminal justice, law enforcement or police accountability issues;
- Familiarity with New York City government and NYPD procedures a plus.
- Experience with quantitative and qualitative research methods.
- Ability to comprehend and analyze complex issues, statistical data, and policy issues;
- Knowledge of statistical software packages.
- Demonstrated flexibility, and ability to thrive in a dynamic work environment;
- Strong writing and oral presentation skills to communicate investigative findings and analysis in an objective, clear, effective and compelling manner.

**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# 413919.

All other applicants please go to [www.nyc.gov/career/search](http://www.nyc.gov/career/search) and search for the specific Job ID# 413919.

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:** 9/24/19

**Post Until:** 5/20/20

**JVN:** 032-2019-413919

**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.**