

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director of Research and Investigations
Salary:	\$115,000 – \$130,000
Bureau/Division:	Bureau of Audit and Investigations
Period:	September 7, 2016 – Until Filled

JOB DESCRIPTION

The Research and Investigations unit is responsible for conducting investigations and analyses of City-funded operations in accordance with the New York City Charter. Candidate must be capable of exercising independent judgment and maintaining confidentiality related to matters requiring handling of sensitive information. This position requires an individual with strong communication, leadership and organizational skills as well as the ability to take initiative and work collaboratively.

Under the direction of the Deputy Comptroller for Audit and Investigations, responsibilities include, but are not limited to the following:

- Supervises and coordinates the work of an investigative team within the Audit Division to plan, manage, and conduct investigations of matters relating to or affecting the finances of the City, including the performance of contracts and the receipt and expenditure of City funds, with a particular focus on matters involving potential fraud and wrongdoing involving City funds, programs, and contracts;
- Directs and guides the work of attorneys, investigators and auditors;
- Interacts with City agencies and vendors, conducts interviews, prepares administrative subpoenas, correspondence, and memoranda;
- Collaborates with General Counsel's office on the issuance of subpoenas and legal issues;
- Assists auditors and other Comptroller's Office staff to analyze potential fraud, corruption, waste and management issues identified in audits, contract reviews, special reports, and complaints from the public;
- Refers matters to and serves as liaison with law enforcement offices as appropriate;
- Works closely with forensic auditors and other professional staff to conduct risk analyses and identify investigative and audit topics;
- Prepares investigative reports for publication and for executive-level review and ensures that all analyses are accurate, documented, and relevant to the investigative inquiry;
- Assists with staff development;
- Performs other related work, special studies, or assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. J.D. degree, bar admission, or a MA/MS degree and five (5) or more years of progressively responsible professional experience, pre and/or post-degree, that includes significant responsibility for conducting and managing complex investigations, audits, or studies involving potential fraud, waste, abuse, or management, or policy issues affecting public or private sector organizations, with at least two years of supervisory or management experience; or
 2. BA/BS degree and six (6) or more years of progressively responsible experience as described above; or
 3. Education and/or experience which is equivalent to "1" or "2" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Proven ability to initiate, manage, and successfully complete complex investigations and studies and present the fully supported facts, analyses, and conclusions fairly and accurately in clear, concise, memoranda, work papers, and publication-quality reports within established time frames;
 - Excellent written and verbal communication, interpersonal and organizational skills (including IT and Microsoft Office Suite proficiency);
 - Thorough knowledge of federal and State legal standards for government investigations;
 - Experience in preparing and working with investigative subpoenas and other legal processes to obtain relevant and necessary records and testimony in investigations;
 - Proven ability to manage and analyze voluminous data and information acquired through investigations;
 - Highest professional and ethical standards; consistent record of sound judgment in dealing with sensitive responsibilities;
 - Familiarity with the legal framework, scope, and organizational structure of New York City government, including budget, procurement, and the powers and responsibilities of the City's elected officials and its various executive agencies.
 - Familiarity with the roles and responsibilities of the various oversight agencies, including federal, State and local law enforcement, auditing, and investigative offices, that monitor and interact with New York City government and the entities that do business with or are regulated by New York City government.
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: September 7, 2016	POST UNTIL: Until Filled	JVN: 015/017/014
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The NYC Comptroller's Office is an Equal Opportunity Employer