

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Director, Settlements and Adjudications</b>
<b>Salary:</b>	<b>\$125,000 - \$145,000</b>
<b>Bureau/Division:</b>	<b>Law &amp; Adjustment</b>
<b>Period:</b>	<b>November 13, 2017 – Until Filled</b>

### JOB DESCRIPTION

The Bureau of Law & Adjustment (“BLA”) is responsible for investigating and adjusting claims filed against the City of New York. Settlements and Adjudications is the one of the three primary divisions of the BLA that handles non-tort claims. BLA seeks a high-level professional, experienced in resolving complex questions of risk and liability and effectively managing a sizable staff charged with the investigation and adjustment of complex contract claims and construction disputes, employment cases, special education, property damage, and matters involving real property taxes, eminent domain, and equitable claims against the City. The Director of Settlements and Adjudications also supervises and works closely with the Comptroller’s in-house engineers who serve as technical consultants and experts on construction-related claims and other disputes. In addition, the successful candidate will be responsible for analyzing and supervising work on claims the City itself is asserting against others.

Under the direction of the Assistant Comptroller for the Bureau of Law & Adjustment, with wide latitude for independent initiative and judgment, responsibilities include, but are not limited to, the following:

- Effectively and efficiently manage the Division’s functions to ensure compliance with Bureau procedures and provide sophisticated claim and case analysis involving: the New York City Charter, New York City Administrative Code, General Municipal Law, Real Property Actions and Proceedings Law, Title VII, PPB Rules, False Claims Act, and Individuals with Disabilities Education Act, and the ADR provisions of the City’s standard construction contract;
- Coordinate and conducts, complex settlement negotiations with respect to high exposure matters, including construction and public works delay claims;
- Interact with the Law Department and various agencies to obtain all necessary factual information and legal analysis necessary to adjust claims;
- Draft clear, concise, and accurate analytical memoranda to recommend denial or approval of significant claims or litigation;
- Supervise the Comptroller’s Engineering Division;
- Review ADR determination letters, and oversee matters before the Contract Dispute Resolution Board, and determine strategy in Article 78 proceedings;
- Communicate effectively and professionally with the staff of elected officials, agency personnel, attorneys, the public, and others, as necessary and work closely with all Bureaus within the Comptroller’s Office, and governmental agencies;
- Work with senior management to ensure initiatives support agency strategies and goals, advise and make recommendations to the Assistant Comptroller on all related matters; and,
- Perform related assignments and special projects as may be required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and at least eight (8) or more years of progressively responsible experience investigating, adjusting and making disposition determinations on a variety of claims, actions and special proceedings. Eighteen (18) months of this experience must have been in a supervisory capacity. Supervision must have included supervising staff performing professional work in investigating and adjusting claims; or
2. Graduate degree from an accredited college or a Juris Doctor (JD) degree plus admission to the New York State Bar; and six (6) or more years of recent progressively responsible experience litigating claims, or investigating, adjusting and making disposition determinations on a variety of claims, actions and special proceedings, eighteen (18) months of which must have been in the supervisory, administrative, managerial or executive capacity; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have the 18 months of experience in an administrative, managerial, executive or supervisory capacity as described above.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated experience preparing clear, concise, and accurate analytical reports, including the provision of recommendations for review, creation, and modification of policies and procedures.
- Comprehensive knowledge of contract claims expected; as well as the Comptroller's responsibilities regarding the investigation, adjustment and disposition of a wide variety of claims; and, the relationship between the Comptroller's Office and the Law Department with respect to lawsuit dispositions.
- Exposure to analyzing engineering, agency, and audit reports and, working with engineering related claims is ideal.
- Demonstrated ability managing and inspiring a diverse group of claim professionals and support staff.
- Admission to the New York State Bar.
- Attention to detail, exceptional writing and verbal skills, and ability to work effectively in a fast-paced environment while managing multiple priorities.
- Comfort working with a variety of data sources and technologies; excellent interpersonal, communication, conflict resolution, analytical, leadership, and organizational skills.

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

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

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

<b>POSTING DATE:</b> November 13, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/018/026
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**The NYC Comptroller's Office is an Equal Opportunity Employer**