

**City of New York
CIVILIAN COMPLAINT REVIEW BD
Job Vacancy Notice**

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: M - I	
Title Code No: 95005	Annual Salary: Commensurate with experience (M-I salary range: \$49,492 - \$136,198)	
Office Title: Assistant Special Counsel	Work location: 40 Rector Street, 2nd Floor New York, NY	
Div./Work Unit: Civilian Complaint Review Board	Number of Positions: 2	
Hours/Shift: minimum 35 hours per week, Monday - Friday		
Job Description		
<p>The Civilian Complaint Review Board (CCRB) is charged with investigating and mediating complaints members of the public file against New York City police officers involving the use of force, abuse of authority, discourtesy or offensive language. As the largest police oversight agency in the United States, the CCRB currently handles approximately 7,000 complaints each year. The board's 120-member investigative staff, composed entirely of civilian employees, conducts the agency's investigations. Additional information concerning the CCRB is available at www.nyc.gov/ccrb.</p> <p>The CCRB seeks to hire two Assistant Special Counsels who will report to the agency's Special Counsel. The Assistant Special Counsels are responsible for ensuring that investigators are conducting thorough and efficient investigations, including among other duties, providing legal review of investigations before investigative case files are submitted to the Board for closure. Additionally, for certain cases in which the Board has substantiated allegations of misconduct, the Assistant Special Counsel will assist the New York City Police Department (NYPD) in prosecution of the case either as the lead attorney or as the second seat attorney. The Assistant Special Counsel will also assist in the training of investigators and supervisors and identify policing issues or practices that could be corrected through board policy recommendations.</p>		
Qualification Requirements		
<p>Admission to the New York State Bar; and four years of recent full time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work is required.</p> <p>Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment. NYC residency within 90 days of appointment is required.</p>		
Essential Skills		
Familiarity with policing issues, search and seizure law and knowledge of the New York City criminal justice system is preferred.		
To Apply:		
<p>The cover letter and resume should indicate the candidate's interest in the Assistant Special Counsel position. Send to:</p> <p style="text-align: center;">Beth Thompson, Director of Personnel Civilian Complaint Review Board 40 Rector Street, 2nd Floor New York, NY 10006</p> <p style="text-align: center;">By mail, by fax (212) 676-6037 OR by email Word attachment to ccrbjobs@ccrb.nyc.gov</p>		
Post Date: 05/10/2010	Post Until: 05/28/2010	JVN: 054-2010-010333

The City of New York is an Equal Opportunity Employer.

City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: ADMINISTRATIVE STAFF ANALYST	Level: M2
Title Code No: 10026	Salary: \$54,740.00/\$59,032.00-\$85,000.00 Frequency: ANNUAL
Office Title: Budget Director	Work location: Manhattan
Division/Work Unit: BUDGET	Number of Positions: 1
Hours/Shift: 9-5 M-F	
Job Description	
<p>The Department of Investigation is seeking a Budget Director with analytical, problem solving and creative thinking skills. Under the direction of the Deputy Commissioner, the Budget Director will be responsible for planning, monitoring and analyzing the agency's PS and OTPS budget. He/She will complete financial reports, analyze financial data and track budgetary trends in the agency. The candidate will also be responsible for preparation, maintenance, modification and submission of the agency's budget to agency management and to the Office of Management and Budget and other oversight agencies accurately and timely. He/She will often have to use independent initiative and judgment to solve problems, complete projects and meet tight deadlines. Budget Director will serve as the liaison to OMB; responsible for complying with OMB requirements.</p>	
Qualification Requirements	
<p>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 one year 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; or</p> <p>2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.</p>	
Essential Skills	
<p>Must be proficient with Excel, FMS, and CHRMS Excellent communication and organizational skills Two years of NYC budgeting experience Excellent research skills and ability to write clearly Ability to work independently and as a member of a team in a fast paced environment with deadlines and sensitive projects</p>	
<p>To Apply: PLEASE SUBMIT COVER LETTER, RESUME, AND WRITING SAMPLE TO: Personnel@doi.nyc.gov or Recruitment Division NYC Department of Investigation 80 Maiden Lane New York, NY 10038</p>	
<p>The JVN# MUST be the only text in the subject line of email. Electronic submissions are preferred. Please also indicate JVN# in the upper right hand corner of your letter, writing sample and resume. Please send your cover letter and resume only once; you will receive confirmation of receipt.</p> <p style="text-align: center;">NYC residency required within 3 months of appointment Appointments are subject to Office of Management & Budget (OMB) approval for budgeted headcount.</p>	
Post Date: 06/23/2010	Post Until: Filled
JVN: 032-2010-011016	

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Policy Advisor/Speechwriter Job Description

Office of the Deputy Mayor for Economic Development: Economic Development:

The Office of the Deputy Mayor for Economic Development and its agencies oversee the planning and implementation of the policies that affect the economic prosperity of New York City and its 8.4 million residents. They promote initiatives that retain, attract and expand domestic and global businesses; foster job creation; create housing; develop the workforce; and grow the tax base by making New York City more livable, more business friendly, and diversifying the economy throughout the five boroughs.

These agencies and departments oversee the health of the physical and economic environment of New York City by fostering ambitious policies and initiatives including neighborhood rezonings, affordable housing development, economic impact studies and analyses, growing and protecting the city's industries, creating a reliable infrastructure network, and maximizing development opportunities.

The Office of the Deputy Mayor for Economic Development encompasses many of the city's development, housing, planning and business-related agencies, including:

- New York City Economic Development Corporation
- Department of Housing Preservation and Development
- Mayor's Office of Capital Projects Development
- Department of City Planning
- Department of Small Business Services
- Mayor's Office of Film Theater and Broadcasting

Additional information can be found at www.nyc.gov

Responsibilities:

The position will have two primary areas of responsibility:

- develop protocols and manage the communication and messaging from the Office of the Deputy Mayor
- coordination and oversight of a specific portfolio that consists of special projects and initiatives;

Communications:

The Policy Advisor will work with the Deputy Mayor and Director/Chief of Staff to proactively communicate the messages of the Office of the Deputy Mayor to the public, other agencies, and within the Office of the Mayor. Under the direction of the Director/Chief of Staff, the Policy Advisor will be responsible for the following activities:

- Media Issues – The Policy Advisor will facilitate the coordination for any of the Office's major press initiatives. Specific responsibilities will include coordination with the press office of press releases, events, and media strategies, and oversight of speaking requests and presentations.

- Speech writing –
 - The Policy Advisor will, as necessary, compose and manage speeches, talking points, and written materials for distribution, and presentations for all speaking events and meetings by the Office of the Deputy Mayor
 - The Policy Advisor will compose and coordinate with the Mayor's Speechwriting staff on economic development speeches, talking points, and written materials for distribution, and presentations for the Mayor
 - The Policy Advisor will act as the primary liaison to the Mayor's Speechwriting staff
- Correspondence – Working with the Economic Development staff, the Policy Advisor will respond to all correspondence to the Mayor or to the Deputy Mayor requiring a response from the Office of the Deputy Mayor
- Communication – Under the direction of the Chief of Staff, direct the creative and production aspects of all audio, video and written forms of communication.
- Plan and provide counsel to the Office of the Deputy Mayor on effective use of communications and recommend courses of action for improving communication strategies.

Projects and Initiatives

The Policy Advisor portfolio of projects, agencies, and initiatives will be determined by the Deputy Mayor and Director/Chief of Staff, in coordination with the Policy Advisor. In addition to any specific projects, agencies or initiatives, the Policy Advisor may have primary responsibility for some of the special projects and initiatives that require oversight from the Office of the Deputy Mayor.

Qualifications

- Master's Degree, or Bachelor's Degree in an appropriate field
- Minimum of two years experience in a professional environment
- Ability to work in a team environment and to work on individual projects with minimal oversight
- Strong written and verbal communication skills, and the ability to combine attention to detail with an ability to grasp the big picture

Applications

Interested candidates should submit a cover letter and resume to Yonit Golub Serkin, Deputy Chief of Staff to the Office of the Deputy Mayor (ygolub@cityhall.nyc.gov). Salaries commensurate with experience. Residency required.

EOE