

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

<b>Civil Service Title:</b> STRATEGIC INITIATIVE SPECIALIST (SIP) – CCRB- APU	
<b>Title Code No:</b> 56057 *Position has a Maximun Tenure of 4 years	<b>Salary:</b> <b>\$50,000 - \$60,000</b>
<b>Office Title:</b> Policy and Strategic Initiatives <b>Analyst</b>	<b>Work location:</b> 40 Rector Street, 2nd Floor New York, NY 10006
<b>Div./Work Unit:</b> Civilian Complaint Review Board	<b>Number of Positions:</b> 1

**Hours/Shift:** 35 hours per week - Monday thru Friday

The Civilian Complaint Review Board (“CCRB”) is charged with investigating and mediating complaints which 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 investigative staff, composed entirely of civilian employees, conducts the agency's investigations. Additional information concerning the CCRB is available at [www.nyc.gov/ccrb](http://www.nyc.gov/ccrb).

The CCRB’s Administrative Prosecution Unit (“APU”) The CCRB’s Administrative Prosecution Unit (“APU”) began in 2010 as a pilot program in which the CCRB prosecuted a designated number of disciplinary cases in the trial room of the New York City Police Department (“NYPD”). Pursuant to an agreement signed this year between the CCRB and the NYPD, the APU unit has been expanded to include the prosecution of all cases in which the Board of the CCRB has substantiated a complaint and recommended that disciplinary charges be brought against the subject officer.

**Job Description**

The Strategic Initiative Specialist (SIP) reports directly to the Deputy Executive Director for Policy and Strategic Initiatives and will be responsible for the following:

- The SIP works with executive staff on developing the agency’s strategic plan and preparing materials to translate the strategic plan into specific guidelines. The SIP evaluates specific policies and best practices and drafts reports to the Board on policy alternatives.
- The SIP works with executive staff on providing programmatic expertise and analysis so programs and staff allocations correspond with the mission and goals of the agency. The SIP writes confidential memoranda recommending changes to policies and practices of the Police Department. The SIP also works with agency executives in the drafting of public testimony, public reports and policy memoranda.
- Using quantitative techniques and the CCRB’s Complaint Tracking System, the SIP prepares monthly

disposition reports on case investigations and prosecutions, monthly reports to the Mayor's Office of Operations, the monthly report of the Executive Director to the Board and internal productivity reports, as requested.

- The SIP works with executive staff on providing budget and policy support so budget allocations correspond with the mission and goals of the agency. The SIP prepares quantitative and qualitative analyses to be used in the agency's budget submissions, including New Needs, PEGs and other memoranda. Also, the SIP participates in meetings with OMB, MMR, and City Council staff to discuss budget and performance related memoranda.

### Qualification Requirements

A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in public policy, 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; or

A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years 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; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor 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.

### Essential Skills

Excellent oral and written communications skills. Literate in graduate-level quantitative methods. Knowledge of SPSS, STATA, or SAS.

### To Apply:

SEND RESUME AND COVER LETTER TO:

(The cover letter and resume should indicate the candidate's interest in the Strategic Initiative Specialist)

Carolene George, Human Resources Director  
Civilian Complaint Review Board  
40 Rector Street, 2nd Floor  
New York, NY 10006

By mail, by fax (212) 676-6037 OR by e-mail Word attachment to [ccrbjobs@ccrb.nyc.gov](mailto:ccrbjobs@ccrb.nyc.gov)

**Post Date:** 5/22/12

**Post Until:** June 22, 2012

**JVN: 054-2012-52312a**

**The City of New York is an Equal Opportunity Employer.**