

## **Deputy Chief: Investigations Division - New York City**

The New York State Office of the Attorney General is seeking qualified candidates for the position of Deputy Chief – Commanding Officer (CO) – Office of the Chief of Investigations (OCI). This position will be based in New York City.

The Office of the Chief of Investigations is responsible for the overall administrative operations of the Investigations Division. OCI is charged with ensuring that the Chief of Investigation's administrative objectives are met with strict accountability as well as ensuring it provides comprehensive, innovative support to Division members and the Division's mission.

### **The Duties and Responsibilities of the Deputy Chief (CO) - OCI include, but are not limited to:**

- Manage the Office of the Chief Investigator responsible for overseeing the Project/Assignment Tracker to ensure numerous projects and assignments of all levels of complexity are prioritized; timely, appropriately, and successfully concluded; and have a clearly identified Project Manager to drive each initiative.
- Serve as the lead administrator/manager of the Division's "InTime" application ensuring this critical management tool is timely populated with all personnel work schedules, specialized skills/training/certifications, annual and quarterly evaluations, and personnel memos.
- Establish protocols to review and respond to sensitive, confidential, or privileged inquiries in a timely manner.
- Draft, review, and edit memorandums on behalf of the Chief Investigator.
- Experience collaborating with an interdisciplinary team of professionals to include attorneys; auditors; analysts; and investigators to meet shared goals and objectives.
- Monitor the Investigations Division budget.
- Authorize expenditures, in consultation with the First Deputy Chief Investigator, as the Division's Procurement Officer – ensuring compliance with Agency and State rules and regulations.
- Review and provide recommendations on updates for the Policy and Procedure Manual.
- Participate in new employee and internal promotion interviews.
- Provide senior level supervision over OCI including personnel issues and performance evaluations.
- Create/provide innovative ideas, strategies, training, and equipment evaluations to the Chief of Investigations.
- Provide overall supervision of the division's recruitment program with the goal of achieving optimum staffing by the most qualified candidates.
- Oversee division fleet manager – evaluate fleet requirements and maintenance, monitor fuel and related expenses – process vehicle collisions in a timely manner. Serve as a member of the Collision Review Committee.
- Serve as EJustice contact for the entire division.
- Function as administrator over multiple investigative database service providers.
- Prepare and present briefings for senior agency management.
- Participate in the expansion of executive development opportunities for mid-level and senior management team members thereby cultivating enhanced leadership and a positive organizational culture.

- Support and establish an organizational culture that emphasizes professionalism and leadership excellence at all levels within the Investigations Division.
- Assist in the oversight of all investigative operations and command functions to ensure efficiency and effectiveness in each Investigations Division Unit to include regularly scheduled Case Steering.

**Minimum Qualifications:**

- At least 10 years of relevant Police supervisory experience.
- Extensive law enforcement administrative and operational experience.
- Extensive experience with various databases such as the EJustice System, Accurint, Clear, Dunn & Bradstreet, ISO Claims, and Microsoft Office Suite programs.
- Extensive contacts in the law enforcement community throughout New York State.
- Knowledge of/experience with NYS Contract Award and Vendor guidelines.
- Experience or understanding in OAG Fleet Management and related contacts.
- Experience in police agency budgeting, purchasing and resource allocation methodology.
- Extensive experience in managing staff of various ranks.
- Excellent interpersonal communication skills.
- Must have at least 10 years of law enforcement experience and current NYS basic police school certification.
- Must possess a valid NYS driver's license and have the ability to drive a motor vehicle.
- The Public Officer's Law requires that police officers at the OAG be citizens of the United States and reside in New York State.

**Preferred Qualifications:**

- A Bachelor's degree or higher from an accredited college or university.

**Please respond to posting number Reference No. INV\_OCI\_NYC\_6827\_021325, as outlined below. Deadline for responding is February 13, 2025.**

Performance of the duties may require frequent, unscheduled work on evenings and weekends and requires 24/7 availability. This position is in the exempt class, and incumbents serve at the pleasure of the Attorney General. The Hire Rate for this position is \$143,676. Appointments in New York City receive an additional \$3,400 location pay.

**Applications are being received via email.** To apply, please submit your complete application, including each of the items listed below, to: [Investigator.jobs@ag.ny.gov](mailto:Investigator.jobs@ag.ny.gov). Applicants must indicate both the position title and reference code (Deputy Chief Investigator, INV\_OCI\_NYC\_6827\_021325) in their cover letter and email subject line. Applicants must be prepared to submit a complete application packet consisting of a cover letter, resume, and a list of three (3) professional references. Please note: Failure to submit a complete application will delay the consideration of your application. You may address your cover letter to Investigator Jobs.

For questions about an Investigator position with the OAG, the application process or assistance with submitting your application, please email [Investigator.jobs@ag.ny.gov](mailto:Investigator.jobs@ag.ny.gov) or call 518-776-2500.

**Candidates from diverse backgrounds are encouraged to apply.**

**The OAG is an equal opportunity employer and is committed to workplace diversity.**