Position Title: Assistant Director, Office of Professional Integrity
Department: Office of Professional Integrity
Location: Buffalo, NY
Hiring Rate: $109,378
Bargaining Unit: Confidential
Posting Date: July 30, 2021

Our Mission
We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions
To apply for the job opportunity:

[click here]

For further questions please contact:
Human Resources
515 Broadway, Albany, NY 12207
518.257.3550 (fax)
Recruiting@DASNY.org (e-mail)

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.
Position Description

Position Title: Assistant Director, Office of Professional Integrity
Grade/Classification: Grade 5
Unit: Confidential
FLSA Status: Exempt

Last Revised: December 13, 2019

Primary Purpose
The Assistant Director, Office of Professional Integrity, manages, conducts, directs, and oversees investigations into allegations of fraud, abuse, conflicts of interest, corruption and/or violations of law, rules and regulations relating to DASNY business. The Assistant Director provides analysis and recommendations to the Director as well as to Executive Management in an effort to manage risk and minimize incidents of fraud, waste, corruption or abuse within DASNY business. The Assistant Director supervises, develops and leads strong, results driven, cross-functional teams while fostering teamwork, collaboration, and innovation. The Assistant Director requires a significant, high level of expertise with all aspects of DASNY’s businesses and law enforcement entities. The Assistant Director exercises significant independent judgment, discretion and high-level decision making regarding complex policy and personnel matters.

Essential Functions
- Manage, direct and oversee all activities of the Office of Professional Integrity (OPI) to ensure the timely, efficient investigation and resolution of matters.
- Conduct investigations, at the direction of outside law enforcement entities, that include all necessary and appropriate investigative methods including surveillance and recording.
- Supervise and oversee the identification, preparation, interviews and interrogations of persons of interest, the accused and other relevant witnesses.
- Manage, direct, oversee, and supervise all employees of OPI; promote and ensure enhancement of employees’ training, knowledge, and professional development.
- Represent DASNY and testify at administrative hearings and criminal proceedings.
- Possess extensive knowledge of criminal legal system and laws as well as regulatory laws affecting DASNY’s work such as criminal law, labor laws, environmental laws, OSHA and safety laws, as well as Executive Laws and Orders, Public Officers’ Laws and Public Authority Laws affecting bidding, procurement, MWBE procedures, integrity, grants, etc.
- Prepare and/or review comprehensive, complex, analytical reports of assessments, reviews, and investigations; prepare recommendations for corrective action and/or disciplinary measures.
- In coordination with Executive Management and Counsel’s Office, recommend, develop, document and implement policies, procedures, strategies, and processes necessary to identify, reduce and manage risk.
- Coordinate the work of OPI with other units within DASNY.
- Interact, cooperate, and liaise with outside law enforcement, prosecutorial, and regulatory entities, and establish relationships that assist DASNY and OPI in its functions.
- Develop and provide guidance and training for DASNY staff with regard to fraud, waste, corruption or abuse within DASNY’s business; assist DASNY staff with problems and concerns.
- Utilize DASNY databases, and outside databases related to law enforcement to conduct investigations. Keep abreast of current resources and technology available.
- Develop and manage the implementation of internal systems and related applications, databases and various complex and comprehensive reports.
- Oversee the preparation of reporting as directed by Executive Management or Counsel’s Office.
Position Description

- Manage, oversee, coordinate, and undertake critical, complex analyses in connection with special projects as assigned by Executive Management or Counsel’s Office.
- Maintain OPI’s external intranet site, hotline phone line, whistleblower phone line, and emails.
- Monitor DASNY projects and ensure security at DASNY sites; protect employees and property; resolve disputes; remove unwanted persons from DASNY sites; assist in termination of employees as directed by Management.
- Develop and monitor performance measures and unit goals and objectives.

Other Duties and Responsibilities

- Train and evaluate employees.
- Verify that staff understand and comply with all relevant Federal, New York State, and DASNY statutes, regulations, policies and procedures.
- Handle disciplinary matters and assist in handling grievances and disciplinary measures in accordance with applicable collective bargaining agreements, as needed.
- Undertake special assignments as directed.
- Maintain regular attendance in accordance with DASNY attendance and leave policies.
- Adhere to the NYS Information Security Policy Standards established and issued by the Office of Information Technology Services. (Standards can be found on the Intranet).

Supervision

Supervision of employees is required.

Physical/Mental/Visual Demands

Must be available for on-call duty 24 hours a day, seven days a week, to meet whatever needs may arise in the event of a riot, civil disorder, natural disaster or crimes against persons or property. Daily travel is required to various project sites using public transportation, DASNY vehicle, rental vehicle, or personal vehicle. This travel frequently includes overnight stays at public accommodations and related establishments. Requires physical mobility and may require exposure to weather and temperature extremes, loud noises, heights (climbing ladders, scaffolding, etc.) and work safety hazards (chemicals, fumes, etc.). Requires concentration (prolonged mental effort with limited opportunity to rest). Requires complex and time-pressured decision-making. Must be able to work overtime or extended work hours as needed.

Work Environment

Standard office environment, including the use of one or more of the following: PC, telephone, fax machine, printer, copier, electronic stapler/hole punch/date stamp, shredder.

Must be able to travel between offices and sites on a regular basis across New York State that do not have traditional office environments available.

Must be proficient with using remote computer and communication technology to effectively work outside of traditional office environments.

Minimum Qualifications

Bachelor’s degree and ten years relevant experience as a police officer including a minimum of four years of supervisory experience and three years of fraud related investigatory experience. Investigative experience is defined as independent investigative experience and includes the following activities: interviewing and interrogating witnesses; collecting and analyzing data and evidence; writing and summarizing case narratives; and testifying at administrative hearings and criminal proceedings. Certified Fraud Examiners’ Accreditation. Valid driver’s license.
Position Description

Preferred Qualifications
Bachelor’s degree and more than ten years relevant experience as a police officer within a major metropolitan area, NYS preferred. Minimum of four years of supervisory experience and three years of fraud related investigatory experience. Investigative experience is defined as independent investigative experience and includes the following activities: interviewing and interrogating witnesses; collecting and analyzing data and evidence; writing and summarizing case narratives; and testifying at administrative hearings and criminal proceedings. Experience with MWBE fraud and investigative/forensic auditing experience dealing with the construction industry. Accounting experience. Certified Fraud Examiners’ Accreditation. Valid driver’s license.

Essential Skills
- High degree of personal integrity.
- Demonstrated interviewing and interrogation skills
- Ability to work under pressure and to multi-task.
- Excellent oral and written communications skills.
- Proficiency in the use of online databases for research, such as: New York State Contracting System; LexisNexis Accurint; Westlaw PeopleMap; New York State Criminal History Reporting System; New York State Department of Motor Vehicles; New York State Department of Labor database; Department of State Licensing database; Federal Occupational Safety and Health Act database.
- Demonstrated organizational skills and ability to prioritize.
- Demonstrated ability to work independently and exercise sound judgment.
- Demonstrated ability to work collaboratively with others with strong interpersonal and leadership skills.
- Demonstrated supervisory skills, including demonstrated training/teaching abilities.
- Demonstrated analytical and conceptual skills.
- Demonstrated accuracy and attention to detail.
- Demonstrated proficiency in PC applications such as Outlook, Excel, Access, Word, and PowerPoint.
- Demonstrated judgment and discretion in matters of confidentiality.