

## BOARD OF CORRECTION

### CITYWIDE JOB VACANCY NOTICE

<b>Agency Title:</b> Standards Specialist (Monitor)	<b>Work Location:</b> Rikers Island BOC Office and DOC Facilities (with periodic time at 1 Centre Street)
<b>Hours/Shift:</b> Full-time	<b>Number of Positions:</b> 4
<b>Title Code No:</b> 06140	<b>Level:</b> 02
<b>Proposed Salary Range:</b> \$55,403 - \$63,714	<b>Civil Service Title:</b> Correctional Standards Review Specialist

#### About the New York City Board of Correction

The New York City Board of Correction (BOC) is a nine-person, non-judicial oversight board that regulates, monitors and inspects the correctional facilities of the City. The Mayor, City Council and presiding justices of the Appellate Division of the Supreme Court for the first and second judicial departments (in joint nomination with the Mayor) appoint BOC Board members. It is one of the earliest independent oversight Boards of custodial and detention settings in the United States; its original Board members were appointed in 1957. In 1977, the Board's role was expanded.

The City Charter mandates the Board's five functions:

- Establish and ensure compliance with minimum standards "for the care, custody, correction, treatment, supervision, and discipline of all persons held or confined under the jurisdiction of the Department of Correction."
- Investigate serious matters and unusual incidents
- Review grievances from inmates and staff
- Evaluate the performance of the NYC Department of Correction (DOC)
- Make recommendations on areas of key correctional planning

In 1978, the Board established the Minimum Standards for NYC Correctional Facilities, a set of sixteen Standards considered the basic elements necessary to promote a safe, secure and humane jail environment. The Board adopted Mental Health Standards in 1985 and Health Care Standards in 1991. In the coming months, the Board will focus on areas including sexual violence prevention, mental health, and specialized housing.

BOC has a staff of 20 people (planned expansion to 27), with offices in lower Manhattan and Rikers Island, and an annual budget of \$2.5 million. With new Board and executive staff leadership, and during this period of significant jail reform and public attention, the BOC is poised to help advance change and improvements within the jails. The BOC is reviewing its core vision and strategies in an effort to re-set and effect change toward smaller, safer, fairer, and more humane jails.

### **Job Description**

The Standards Specialist (Monitor) is a critical BOC team member. The position of Standards Specialist (Monitor) serves as the “eyes and ears” of the Board and of the City within the nine jails on Rikers Island, three borough jails, as well as court pens and hospital wards. The Standards Specialist (Monitor) has unfettered access to the jails in order to promote compliance with the Board’s Minimum Standards.

Under direction from the Deputy Executive Director of Monitoring, the Standards Specialist (Monitor) is responsible for:

- Analyzing compliance by the NYC Department of Correction (DOC) with the Minimum Standards, consent decrees, and other legal mandates and Departmental policies, procedures, orders and directives
- Analyzing compliance by the NYC Health and Hospitals Corporation (H+H) with the Health and Mental Health Care Minimum Standards
- Preparing written reports on all investigations, surveys and analyses
- Providing technical assistance to DOC administrators aimed at achieving compliance with the above-mentioned regulations and improving working and living conditions.
- Conducting fact-finding and investigations regarding such unusual incidents as deaths, disturbances, escapes, etc. and preparing reports, studies, surveys and correspondence with respect to such incidents
- Assisting in the review and analysis of DOC and H+H requests for variances from the Standards
- Assisting in processing, evaluating and preparing responses to appeals from inmates concerning the Minimum Standards

Each Standards Specialist (Monitor) is assigned to work in a DOC facility or multiple facilities. Facility assignments may change periodically.

### **Minimum Qualification Requirements:**

1. A baccalaureate degree from an accredited college and two years of full-time paid experience in corrections, social work, psychology, law, public administration, law enforcement, or a related field providing direct services to an inmate or detention population within a correctional or related facility; or
2. A high school diploma or evidence of having passed a high school its educational equivalent and four years of full-time professional experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. Service as an inmate in correctional or related facility may be substituted for a portion of the required experience

up to a maximum of two years. A graduate degree from an accredited college or university with a major in social work, psychology, law, criminal justice or public administration, which includes a field placement performing duties as described in “1” above may be substituted for up to one year of full-time paid experience. However, all candidates must have at least one year of full-time experience as described in “1” above.

**Experience/Skills Preferred**

- Familiarity with criminal justice and correctional practice and policy
- Excellent communication and writing skills
- Strong interpersonal skills with proven ability to work collaboratively with diverse colleagues and partners
- Ability to handle confidential and sensitive information in a professional manner with discretion and integrity
- Experience conducting investigations
- Experience with issues of access to health and mental health care
- Demonstrated computer skills, including proficiency in Word and Excel
- Professional and personal maturity and confidence
- Fluency in Spanish
- Commitment to the mission of the NYC Board of Correction

**To Apply:**

For City employees: Go to Employee Self-Service (ESS)-[www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID# 238520.

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID# 238520.

*Please indicate in your cover letter where you learned of this career opportunity.*

POST DATE: 4/13/2016	POST UNTIL: filled	JVN: 238520
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Appointments are subject to Office of Management and Budget approval.

The City of New York is an equal opportunity employer and committed to diversity.

Submission of an application does not guarantee an interview. Only candidates under consideration will be contacted.

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.