

BOARD OF CORRECTION

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Director of Correctional Standards Review (Board of Correction)	Level: Managerial
Title Code No: 52620	Salary: \$110,000 - \$150,000
Agency Title: Deputy Executive Director of Monitoring	Work Location: Rikers Island (with periodic time at downtown Manhattan office)
Hours/Shift: Full-Time, at least 35 hrs/wk	Number of Positions: 1

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:

As a member of the senior leadership team, the Deputy Executive Director of Monitoring will lead the agency's efforts to monitor, assess, and document DOC's and NYC Health+Hospitals' (H+H) compliance with the Minimum Standards. The Deputy Executive Director of Monitoring will report to the Executive Director and participate in the senior leadership team's work to shape the BOC's agenda including its strategies, priorities and research.

The Deputy Executive Director of Monitoring will ensure that the BOC carries out its mission in the City jails: monitoring and evaluating compliance with Minimum Standards; investigating serious incidents; and reviewing complaints from inmates and staff. The Deputy Executive Director will oversee the agency's related functions including jail observations, audits and surveys, investigations, and advising on compliance and solutions at the facility level.

The Deputy Executive Director of Monitoring will be a problem solver, adept relationship builder, and effective manager. This is a new role that requires equal expertise in developing vision and goals and in executing plans to fulfill them. The Deputy Director of Monitoring will direct and supervise a current staff of ten. This staff will soon expand to approximately 15 "Correctional Standard Review Specialists" who are based at the Rikers Island office and jails.

Primary responsibilities of the Deputy Executive Director and the monitoring team include:

Compliance and Quality Assurance

- Design and conduct objective, systematic examinations of the adequacy of DOC and H+H policies, procedures, and practices, and their compliance with the Board's Minimum Standards
- Formulate high quality audits, surveys, and inspections of operations and plan and conduct onsite inspections of jail facilities and operations within all DOC facilities to ensure compliance with the Board's Minimum Standards
- Translate findings into recommendations to agencies and assist in implementing changes to enhance compliance and outcomes
- Review inspection findings with jail management, DOC officials, Board members, and partners, encouraging improvements in compliance efforts and operations
- Translate findings into written memoranda and reports to the Board and public

Investigations and Complaints

- Develop a triage and tiered response system for complaints and incidents
- Review, triage, and process critical incident reports and complaints to identify Standards, operations, and performance issues
- Develop and carry out systematic and detailed examinations to ascertain the facts involved in an incident or complaint
- Report incident and complaint issues to the Board, DOC, H+H, and the NYC Department of Investigation (DOI), and other involved or interested parties as required
- On-call, acting as primary contact person for DOC notifications of unusual incidents and response to unusual incidents as directed

Training, Supervision and Support

- Develop and organize a training schedule for the monitoring team

- Coach, support, and supervise short and long term work plans and projects
- Conduct hands on supervision, support, team building, and evaluation
- Train DOC and H+H staff and other partners on the Minimum Standards
- Meets with special interest groups and the public to explain the BOC role and practices of jail monitoring and Minimum Standards, as needed

Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college, and four years of full-time 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, at least one year of which must have been in a responsible supervisory, administrative or consultative capacity; or
2. A high school diploma or evidence of having passed a high school equivalency examination and six years of full-time experience as described 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 on a year for year basis. 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 above, may be substituted for up to one year of full-time experience as described in "1" above. However, all candidates must have at least two years of full-time experience as described in "1" above, at least one year of which must have been in a supervisory, administrative or consultative capacity.

Experience/Skills Strongly Preferred:

- A law or master's degree
- A minimum of seven years of full-time experience in corrections, monitoring, compliance, law, public administration, law enforcement, or a related field providing or overseeing direct services
- A minimum of four years of experience in a supervisory management capacity
- Expertise in auditing, investigations, compliance, and/or quality assurance
- Familiarity with criminal justice and correctional policy and research
- Familiarity with New York City jails
- Ability to work entrepreneurially, independently, and in close cooperation with the Executive Director and the management team
- Successful management experience in diverse environments and teams
- Successful experience establishing and implementing new operational policies
- Exceptional problem-solving skills and ability to make tough decisions
- Ability to thrive in a fast-paced and changing environment
- Highly skilled at relationship building and articulating agency positions to external constituencies such as correctional and health professionals
- 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 and search for Job ID# 235462.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#235462.

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

POST DATE: 3/15/2016	POST UNTIL: filled	JVN: 235462
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Appointments are subject to Office of Management and Budget approval.

The City of New York and the Board of Correction 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.