

BOARD OF CORRECTION

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Deputy Executive Director (Board of Correction)	Level: Managerial
Title Code No: 61133	Salary: \$110,000 - \$150,000
Agency Title: Deputy Executive Director of Research	Work Location: 1 Centre Street (with periodic time at Rikers Island)
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

The Board seeks an accomplished, high-energy individual with a passion for evidenced-based approaches, data-driven decision making, and justice, fairness and excellence in corrections. This is an opportunity to lead and shape an emerging research and analytics unit within a nationally

unique institution with extensive and broad powers of access and oversight. The Deputy Executive Director of Research's team will conduct primary and secondary research and analysis, using its unbridled access to the DOC's data, policies and jails as its rich data sources. The Board's research agenda and production will catalyze and inform new regulations, play a critical role in encouraging compliance with existing regulations, and support other innovations within the jails and criminal justice system.

The Deputy Executive Director of Research will report to the Executive Director and participate in the senior leadership team's work to shape the BOC's agenda. This is a new role that requires equal expertise in developing vision and goals and in executing plans to fulfill them. The Deputy Executive Director and the research team will be responsible for maintaining and strengthening the breadth and quality of the Board's research and data systems, developing new analytical and research projects, and supporting the Board's efforts to leverage its knowledge and data to achieve safer, smaller, fairer, and more humane jails.

The Deputy Executive Director will manage a team of three research directors, the director of information technology, an IT analyst, and fellows and interns. The leader will also manage research-related relationships with foundations, research firms, universities, and evaluation consultants.

Examples of current Board work which will be within the Deputy Executive Director's portfolio include:

- A new public dashboard of key performance indicators
- Monitoring implementation of punitive segregation reforms
- Review and reform of the jails' complaint and grievance systems
- Staffing and advising Board member committees, including the Adolescent and Young Adult and Violence Committees, which generate analytical and research priorities
- Reviewing the Board's robust Data Management system in preparation for redesign
- Issuing annual reports.

Responsibilities of the Deputy Executive Director and the research team include:

- Develop, refine, and manage a research agenda that:
 - supports the Board's regulatory agenda to create, amend, and grant variances to the Board's Minimum Standards
 - supports monitoring and compliance efforts
 - evaluates programs and operations of the DOC and NYC Health+Hospitals (H+H), as needed
 - is informed by national trends and best practices in other jurisdictions
- Create and implement a robust and data-driven performance management system to examine current levels of compliance with BOC regulations by the DOC and the Correctional Health Service at HHC
- Produce quantitative and qualitative analyses of Minimum Standards' compliance, DOC and H+H data, and a wide range of issues related to NYC jails
- Oversee and improve the Board's electronic data management system
- Partner with the BOC's monitoring staff who work in the jails

- Produce frequent public reports, including the Board’s annual report
- Support data integrity and quality assurance efforts internally and with DOC and H+H
- Collaborate with partners, including those at DOC, H+H, City Hall, City Council, and in the research, labor, and advocacy community.

Minimum Qualification Requirements:

- A baccalaureate degree from an accredited college and three years of full-time paid experience in some aspect of the criminal justice system, one year of which must have been in a responsible administrative, managerial or consultative capacity; or
- A satisfactory equivalent. However, all candidates must possess the one year of full-time paid administrative managerial or consultative experience as described above.

Experience / Skills Strongly Preferred:

- PhD; Master’s degree in a social science discipline, public policy or related field
- At least seven years of government, nonprofit, or comparable experience
- A minimum of four years of experience in a supervisory management capacity
- Service as an inmate in a correctional or related facility may be substituted for a portion of the full-time paid experience up to a maximum of two years on a year-for-year basis.
- Experience designing and conducting high quality research on the criminal justice system and working on applied corrections and jail research in government
- Excellent quantitative and qualitative research skills; expertise in use of statistical software packages and experience cleaning, coding, merging, and analyzing quantitative data files in such packages
- Excellent oral and written communication skills with the ability to clearly communicate research findings to multiple audiences
- Track record of successful collaborations with partners and ability to identify and generate resources in support of projects
- Strong interpersonal, collaboration, managerial, and leadership skills, a sense of humor, and the flexibility necessary for working in a fast-paced and complex environment
- Able to work entrepreneurially, independently and in close cooperation with the Executive Director and management team
- Successful management experience in diverse environments and teams
- Exceptional problem-solving skills and ability to make tough decisions
- Working knowledge of New York City jails and corrections
- 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# 235436.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID# 235436.

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

POST DATE:3/15/2016	POST UNTIL: filled	JVN: 235436
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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 two 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.