

## CORRECTIONAL STANDARDS REVIEW SPECIALIST

### Duties and Responsibilities

This class of positions encompasses very responsible and confidential work in New York City correctional facilities with varying degrees of difficulty and varying degrees of latitude for independent initiative and judgment. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel must be able to establish and maintain a high degree of confidentiality, trust, objectivity and credibility in dealing with Department of Correction staff and prisoners. All personnel perform related work.

### Assignment Level I

Under general supervision, with considerable latitude for independent initiative and judgment performs the following difficult and responsible functions:

Monitors and assesses the degree of compliance by the Department of Correction at the institutional level with Minimum Standards, consent decrees and other legal mandates and Departmental policies, procedures, and regulations.

Develops recommendations and proposals to improve institutional operations as they impact compliance with consent decrees and other legal mandates and institutional living and working conditions.

Provides technical assistance to Wardens and institutional staff aimed at achieving compliance with Minimum Standards and other legal mandates and improving institutional living and working conditions.

Investigates unusual incidents such as escapes, suicides and institutional disturbances.

Conducts inquiries into special institutional problems and situations.

Prepares written reports on all studies and investigations.

Serves as an intermediary, as needed and when appropriate, between prisoners and institutional staff to resolve prisoner complaints and grievances.

**CORRECTIONAL STANDARDS REVIEW SPECIALIST (continued)**

**Assignment Level I (continued)**

Monitors and analyzes facility operations to assess their impact on living and working within New York City correctional facilities.

For the Department of Correction, provides technical assistance in the preparation, review and evaluation of proposed consent decrees.

For the Department of Correction, assists in all aspects of the promulgation and implementation of new or modified Departmental or institutional policies and procedures that impact Minimum Standards, consent decrees or conditions of confinement.

For the Department of Correction, assists in the preparation of requests for variances from Board of Correction Minimum Standards.

**Assignment Level II**

Under general direction, with wide latitude for independent initiative and judgment, performs the following difficult and responsible functions:

Analyzes the degree of compliance by the Department of Correction system-wide with Minimum Standards, consent decrees and other legal mandates and Departmental policies, procedures and regulations.

Provides technical assistance to Department of Correction executive staff aimed at achieving system-wide compliance with Minimum Standards, consent decrees and other legal mandates and improving living and working conditions throughout the system.

Develops recommendations and proposals to improve system-wide Departmental operations as they impact compliance with Minimum Standards, consent decrees and other legal mandates and system-wide conditions of confinement.

Prepares written reports on all evaluations and analyses.

**CORRECTIONAL STANDARDS REVIEW SPECIALIST (continued)**

**Assignment Level II (continued)**

For the Board of Correction, assists in all aspects of the development and promulgation of Minimum Standards.

For the Board of Correction, assists in the review and analysis of Department of Correction requests for variances from Minimum Standards, the preparation of recommendations to the Board regarding Department variance requests and the preparation of variance determinations for transmittal to the Department.

For the Board of Correction, assists in processing, evaluating and preparing responses to appeals from prisoners arising from the Minimum Standards.

Assists the respective unit director in staff training and orientation.

Assists the respective unit director in supervising all unit staff activities and in executing unit administrative activities.

Assists the respective unit director in the preparation of memoranda, correspondence, studies, and reports.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of full-time paid experience in correction, social work, psychology, law, public administration or 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 equivalency examination and four years of full-time paid experience as described above; or

**CORRECTIONAL STANDARDS REVIEW SPECIALIST (continued)**

**Qualification Requirements (continued)**

3. Education and/or experience equivalent to "1" or "2" above. Service as an inmate in a 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 paid experience as described above. However, all candidates must have at least one year of full-time paid experience as described in "1" above.

**Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive class.