

City of New York  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: M-IV
Title Code No: 10026	Salary: \$140,000-\$175,000 Frequency: ANNUAL
Business Title: Assistant Commissioner of Classification and Population Management	Work location: 75-20 Bulova Corporate Center, East Elmhurst, New York 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 1
Job ID: 186685	Hours/Shift: Day Tour
<div>Job Description</div> <p>Under executive direction of the Deputy Commissioner of Classification and Population Management, and with the broadest possible latitude to exercise independent judgment, the Assistant Commissioner for Classification and Population Management is responsible for assisting the Deputy Commissioner with the management and classification of the inmate population. The incumbent will assist with the implementation of a new system to accurately distribute the inmate population across the department’s various facilities according to the inmate’s institutional risk levels. The candidate will also ensure an ongoing process of collecting and evaluating information about each inmate to determine institutional risk as well as housing, programs and job assignments are in compliance with departmental policies and guidelines; recommend changes or improvements in classification procedures; provide technical assistance and help resolve difficult classification decisions; arrange staff training on classification procedures, operations and methodologies; establish standards and procedures for collection of data and information on inmates administration and scoring of classification testing instruments; assist with the integration of classification goals, operations and methods with other department programs, including but not limited to education, mental health services, health services, addiction services, counseling, religious services, work programs, recreation and community release programs; in conjunction with the Deputy Commissioner, monitor the classification system to assure quality control; participate in inmate classification reviews on a quarterly basis; maintain liaison with other criminal justice agencies and public officials; and performs related duties as required.</p>	
<div>Qualification Requirements</div> <p>1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above or;</p> <p>2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.</p>	
<div>Preferred Skills</div> <p>Considerable knowledge of modern correctional classification methodologies and techniques; considerable knowledge of inmate management and rehabilitation, inmate population management procedures; knowledge of and ability to apply management principles and techniques; knowledge of relevant agency policies and procedures for classification, community release and assignments, inmate assessment methodologies; knowledge of information and data gathering techniques; basic knowledge of employee training techniques; considerable interpersonal skills; oral and written communication skills. Minimum of fifteen (15+) or more years experience in corrections, probation, parole, or law enforcement is a plus.</p>	
<div>Residency Requirements</div> <p>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.</p>	
<div>To Apply:</div> <p>For City employees: Go to Employee Self-Service (ESS)-<a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#:186685.</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#: 186685</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 03/12/2015	Post Until: Filled

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