

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title: Administrative Staff Analyst</b>	<b>Level: M-III</b>
<b>Title Code No: 10026</b>	<b>Salary: \$60,740/\$65,503-\$162,014 Frequency: ANNUAL</b>
<b>Business Title: Assistant Commissioner for Program Management and Operations</b>	<b>Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370</b>
<b>Division/Work Unit: Strategic Planning and Programs</b>	<b>Number of Positions: 1</b>
<b>Job ID: 156945</b>	<b>Hours/Shift: Day Tour</b>

**Job Description**

**Provides oversight and management for mandated program services operating in DOC facilities, including:**

- **Ensuring compliance with state and local minimum standards.**
- **Supervising the Educational Services Unit and serving as the primary liaison to the Department of Education.**
- **Supervising the Farm/Horticulture program.**
- **Ensuring access to daily recreation and related programs.**
- **Working with facility managers to improve the delivery of programmatic service.**
- **Working with senior agency staff to identify areas of concern and providing feedback and guidance for resolving problems.**

**Minimum Qualification Requirements**

- 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**
- 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.**

**Residency Requirement**

**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.**

**To Apply**

**For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#156945.**

**For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#156945.**

**Attention: Floretha Bryant**

**Submission of a resume is not a guarantee that you will receive an interview.**

**Only those candidates under consideration will be contacted.**

**Posting Date: 07/25/2014**

**Post Until: 08/09/2014**

**The City of New York is an Equal Opportunity Employer**