

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst	Level: M-IV
Title Code No: 10026	Salary: \$140,000.00-\$160,000 Frequency: ANNUAL
Business Title: Assistant Commissioner of Programs	Work Location: 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Adult Programs & Community Partnerships	Number of Positions: 1
Job ID: 202066	Hours/Shift: Day Tour

Job Description

Under executive direction of the Deputy Commissioner for Adult Programs & Community Partnerships and with latitude to exercise independent judgment, The Assistant Commissioner for Programs is responsible for overseeing and supporting the management of the department’s inmate programs and program planning initiatives. The successful candidate will be responsible for developing and implementing programs that positively impact the inmates’ successful reintegration into their communities and decrease the probabilities for recidivism; serve as liaison with other systems in an endeavor to enhance opportunities for the introduction of innovative programs that benefit the department’s inmate population and enhance their discharge planning outcomes following their release; evaluate the effectiveness of programs and recommend procedural and programmatic improvements; participate in total quality management and/or improvement activities; ensure consistent application and evaluation of treatment and assessment tools; ensure continuum of care; evaluate programs needs; coordinate programs activities with other public and private agencies; ensure implementation and execution of grant requirement; maintain statistics, research best practices pertaining to correctional treatments and inmate programs; determine appropriate staffing levels and direct management and coordination of staff who might impact programs and services; coordinate interagency collaboration for continuum of programs needs and compliance upon offender transfer; develop an offender accountability plan for each offender upon admittance; through subordinate staff research and network to identify successful programs used in other jurisdictions and nationwide, that may be replicated for use in the department; through subordinate staff, seek funding sources adequate enough to cover the operating costs of innovative programs being introduced to the department to serve the inmate needs; devise effective proposals to attract sources of funding needed to either sustain existing inmate programs or implement new programs; partake in special projects as required; and perform related duties as assigned.

- 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.

Preferred Skills

Considerable knowledge of modern Correction program needs and risk assessments; considerable knowledge of inmates management and rehabilitation; considerable interpersonal skills; oral and written communication skills; ability to coordinates the interface of technical research activities with applied operational programs/ projects; full knowledge of educational ,vocational and program service needs used to service the needs of the inmates population. Significant knowledge of the laws, regulations, consent decrees, minimum standards and other legal mandates which affect the field of correction and the criminal justice system; Ability to establish and maintain effective liaison with executive staff members in other criminal justice agencies as well as other pertinent government and private bodies; Ability to draft proposal and negotiate at the highest levels to obtain grants; Ability to work under intense pressure and meet restrictive deadlines. At least fifteen (15) or more years experience in corrections, probation, parole, or law enforcement is a plus.

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 and search for Job ID#:202066.
For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 202066

Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted

Posting Date: 07/27/2015	Post Until: 08/26/2015
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