

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> M V
<b>Title Code No:</b> 10026	<b>Salary:</b> \$130,000.00/\$130,000.00-\$150,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Associate Commissioner of Quality Assurance & Integrity	<b>Work Location:</b> 75-20 Astoria Blvd
<b>Division/Work Unit:</b> Operations	<b>Number of Positions:</b> 1
<b>Job ID:</b> 175640	<b>Hours/Shift:</b> Day Tour

**Job Description**

Under executive direction of the Deputy Commissioner for Operations, with the broadest possible latitude to exercise independent judgment, the Associate Commissioner of Quality Assurance & Integrity will be responsible for directing and overseeing the department's internal audit and assessment services; policy and compliance initiatives; and manage the administration of the department's directives, orders, rules and regulations. The candidate recruited will oversee the Office of Policy & Compliance Unit, Environmental Health Unit, Fire Safety Unit, Nutritional Services Unit, PREA Compliance Unit, Financial Audits Unit and the Engineering Audits Unit. The incumbent will review and evaluate compliance issues/concerns within the department and ensure subordinate supervisory staff, management and employees are in compliance with the rules and regulations of regulatory agencies, and the department's policies and procedures. The candidate will collaborate with other departmental divisions to direct compliance issues to appropriate existing channels for investigation and resolution, consult with the general counsel as needed to resolve difficult legal compliance issues, respond to alleged violations of rules, regulations, policies, procedures, and standards of conduct by evaluating or recommending the initiation of investigative procedures, develops and oversees a system for handling compliance violations, monitor, and as necessary, coordinate compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends; identify potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of compliance issues; develops, evaluates and refines performance indicators; develops and administers robust audit and assessment programs to measure staff proficiency and facility/unit compliance with internal policies and procedures, external mandates (i.e. minimum standards of the New York City Board of Correction and New York State Commission of Correction), legislative requirements, court orders and settlements. Formulate audit protocols, overseeing implementation of audit methodology, and managing data collection and analysis. Responsible through subordinates, for analyzing relevant data for the purpose of measuring performance and setting policies, report findings to the Deputy Commissioner of Operations and other members of the department's executive management team. Prepare appropriate written reports and memoranda summarizing findings of data analysis, surveys, inspections, audits and recommendations for performance improvement for submission to the Deputy Commissioner of Operations.

**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**

- Ability to plan, direct, coordinate and manage the design, development and conduct of large-scale studies, audits and analyses of systems and programs, internal policy compliance and improvement projects.
- Knowledge of operations research, audit procedures, systems analysis, methods and procedures analysis and management analysis techniques.
- Ability to communicate highly complex information clearly and succinctly, both orally and in writing.
- Ability to work under intense pressure and meet restrictive deadlines.
- Ability to extract data from various data collection systems and perform quantitative analysis of data.
- Ability to utilize audit principles and procedures in order to meet system wide needs.

**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#175640.

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#175640.  
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.

<b>Posting Date:</b> 11/18/2014	<b>Post Until:</b> 12/03/2014
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