

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

Civil Service Title: Administrative Staff Analyst	Level: M-II
Title Code No: 10026	Salary: \$54,740/\$59,032-\$146,276 Frequency: ANNUAL
Business Title: Executive Director of Program Planning, Design and Evaluation	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Strategic Planning and Programs	Number of Positions: 1
Job ID: 156962	Hours/Shift: Day Tour

Job Description

Evaluates agency performance to identify gaps in service delivery, areas for improvement and key issues in the fields of corrections or criminal justice.

Researches best practices from other jurisdictions or related fields of study and prepares reports on opportunities to improve DOC practices.

Works with Deputy Commissioner and uniformed staff to develop implementation plans for new initiatives.

Evaluates the effectiveness of newly-implemented initiatives and continues relevant research to support ongoing activities.

Attends meetings with city officials, community organizations, policy research think tanks, other law enforcement agencies and oversight boards in support of these efforts.

Manages a grant-writing office within the Strategic Planning and Programs division to locate potential sources of funding for new initiatives.

Works with agency staff to develop grant proposals and prepare submission materials, gaining necessary input and feedback from other agency stakeholders.

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. Click on Recruiting Activities > Careers and search for Job ID#156962.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#156962.

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
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The City of New York is an Equal Opportunity Employer