

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

Civil Service Title: Administrative Staff Analyst	Level: Non-Managerial - I
Title Code No: 1002A	Salary: \$56,937/\$56,937-\$88,649 Frequency: ANNUAL
Business Title: Audit and Inspection Analyst	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Deputy Commissioner of Operations/Office of Policy and Compliance	Number of Positions: 1
Job ID: 157168	Hours/Shift: Day Tour

Job Description

Reporting directly to the Director of Compliance and Inspections, with latitude for independent initiative and judgment, the Audit and Inspection Analyst will be responsible for assisting in planning, coordinating, conducting and reporting on audits and inspections of correctional facilities regarding security operations and programs, to assess compliance with DOC's policies and procedures, applicable court orders, and/or NYC Board of Correction and New York State Commission of Correction regulations. Specific responsibilities include, but are not necessarily limited to:

- Researching and reviewing applicable DOC policies/procedures and other relevant requirements.
- Developing the scope and methodology for audits/inspections.
- Drafting audit/inspection indicators/steps and data collection instruments.
- Creating data collection instruments and audit working papers.
- Collecting data and evaluating compliance on-site (in jail facilities as appropriate).
- Reviewing and analyzing completed audit/inspection working papers.
- Drafting audit/inspection reports detailing findings.

Analyzing and presenting audit and inspection findings in narrative and chart formats.

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

The preferred candidate has outstanding analytical, organizational, leadership, writing, and oral communication skills, is detail-oriented, and skilled in Microsoft Office, including Excel and PowerPoint; is knowledgeable of audit/inspection techniques, methodologies, and protocols; and understands the NYS Criminal Justice System and/or correctional operations. The preferred candidate should also possess a valid driver's license.

Residency Requirement

The preferred candidate has outstanding analytical, organizational, writing, and oral communication skills, is detail-oriented, and skilled in Microsoft Office, including Excel and PowerPoint; is knowledgeable of audit/inspection techniques, methodologies, and protocols; and understands the criminal justice system and/or correctional operations. The preferred candidate should also possess a valid driver's license.

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#157168.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#157168.

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: 08/08/2014

Post Until: 08/23/2014

The City of New York is an Equal Opportunity Employer