

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Correctional Standards Review Specialist	Level: II
Title Code No: 52615	Salary: \$51,688/\$59,441-\$73,797 Frequency: ANNUAL
Business Title: Correctional Standards Review Specialist II	Work Location: 09-09 Hazen Street, East Elmhurst, New York 11370
Division/Work Unit: George R. Vierno Center	Number of Positions: 1
Job ID: 158790	Hours/Shift: Day Tour

Job Description

The candidate recruited will serve as a Grievance Coordinator and will be responsible for coordinating the functions of the Inmate Grievance Resolution Committee; provides information to administrative staff; responsible for ensuring that the Inmate Grievance Resolution Program operates within the confines of its Directive; provides direct supervision to grievance staff in the assigned jail facility handling inmate grievance complaints by an inmate about the substance or application of any written or unwritten policy, regulation, rule or procedure of DOC or any of its programs, or the lack of a policy, regulation, rule or procedure, based on the impact of such policy or lack thereof on the inmate personally. The coordinator is charged with problem investigation and resolution. Unescorted movement throughout the Department's facilities and housing areas is expected. Performs related work.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and two years of full-time paid experience in correction, social work, psychology, law, public administration or related field providing direct services to an inmate or detention population within a correctional or related facility; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and four years of full-time paid experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. Service as an inmate in a correctional or related facility may be substituted for a portion of the required experience up to a maximum of two years on a year for year basis. A graduate degree from an accredited college or university with a major in social work, psychology, law, criminal justice or public administration which includes a field placement performing duties as described above may be substituted for up to one year of full-time paid experience as described above. However, all candidates must have at least one year of full-time paid 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#158790.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#158790.

Attention: Florethaa 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
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The City of New York is an Equal Opportunity Employer