

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> M-V
<b>Title Code No:</b> 10026	<b>Salary:</b> \$150,000 - \$170,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Deputy Commissioner for Health Affairs	<b>Work location:</b> 75-20 Astoria Blvd, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Office of the Commissioner	<b>Number of Positions:</b> 1
<b>Job ID:</b> 200318	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction has a career opportunity for a candidate to serve as the Deputy Commissioner for Health Affairs. Under executive direction and with latitude to exercise independent judgement and decision making, the successful candidate will be responsible for the development, coordination and implementation of a wide range of planning initiatives for the department's operations. The incumbent will oversee, direct and manage the planning, development and implementation of programs and health care services to the inmate population; remain abreast of current external issues specific to the criminal justice system; conduct research on correctional best practices and present findings with recommendations to the Office of the Commissioner and members of the executive leadership team; direct subordinate staff in the design of methods and the management of short, medium and long range planning projects to identify potentially significant trends in correctional management and administration; evaluate operational solutions to high priority department wide institution-based management problems; plan divisional goals, objectives and priorities and recommends the level of resources to be allocated to realize the targets imposed; develop and evaluate indicators and monitoring programs as well as data collection methods, procedures and systems for the department's monthly and annual management plans and reports; provide significant inmate population data to the executive leadership team to facilitate long term planning initiatives to determine alternatives to incarceration; collaborate with community-based agencies to develop joint proposals for the purpose of obtaining grants for the implementation of programs for incarcerated individuals; direct and coordinate the delivery of all health care services provided to the inmate population, including both regular and emergency medical, psychiatric, counseling, addiction and HIV treatment services; establish and implement management control systems to monitor program performance and outcomes; plan, assess, evaluate and implement new programs and services for the inmate population; ensure that the health care services provided, meet established health care standards, and that these standards are maintained throughout the department's inmate facilities; manage the supervision of special social services for sentenced inmates/detainees in the areas of arranging institutional marriages, obtaining special employment licenses, and the arrangement of special sentenced inmate/detainee death and hospital visits; consult with the Deputy Commissioner for Legal Affairs concerning the impact that the laws, rules, regulations, official orders, directives, policies and procedures have upon the operations of various departmental wide inmate programs; prepare confidential reports and documents on program and health care services and make recommendations to the Commissioner; advise the Commissioner and other executive staff members on all matters relating to program services and planning initiatives; and perform related duties as assigned.

**Qualification Requirements**

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above.

**Preferred Skills**

Through knowledge of the fields of correction and the criminal justice administration; 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; Extensive knowledge of innovative alternatives to incarceration practices; Ability to manage the operations of a large, complex inmate population, including the areas of program services, health care services, outside volunteer services and outside agencies; Knowledge of educational, vocational and health care service programs used to service the needs of the inmate population; Ability to analyze, revise and establish complex social services and health care programs; Ability to communicate complex matters succinctly both oral and written; 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 work under intense pressure and meet restrictive deadlines.

**Residency Requirements**

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) and search for Job ID#:200318.

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 200318

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

<b>Post Date:</b> 07/15/2015	<b>Post Until Filled</b>
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**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**