

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst	Level: MV
Title Code No: 10026	Salary: \$140,000.00/\$140,000.00-\$185,000.00 Frequency: ANNUAL
Business Title: Deputy Commissioner of Youthful Offender Programming	Work Location: 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Office First Dpty Commission	Number of Positions: 1
Job ID: 174678	Hours/Shift: Day Tour

Job Description

Under executive direction of the First Deputy Commissioner with the broadcast possible latitude to exercise independent judgment, The Deputy Commissioner for Youthful Offender Programming is responsible for: Developing and evaluating Agency- wide Youthful Offender programs; direct staff and operations of division or units; maintains contact with individuals both within and outside of division or unit who might impact on program activities; works collaboratively and acts as liaison with other operational units, agencies and outside officials regarding program development; develops and coordinates overall planning and design of all research and program evaluation initiatives for the agency. Conduct controlled studies, analysis and evaluation of Youthful Offender programming and assessment tools and produce evidence-based results; direct development and maintenance of performance measures and standards for programmatic functions; evaluate effectiveness of programs and recommend procedural and programmatic improvements; participate in total quality management and/or improvement activities; ensure consistent application and evaluation of treatment and assessment tools; ensure continuum of care; evaluate program needs; coordinate program activities with other public and private agencies; initiate and prepare requests for grants; ensure implementation and execution of grant requirements; maintain statistics, research and best practices pertaining to correctional treatments; determine appropriate staffing levels and direct management and coordination of staff who might impact programs and services; coordinate interagency collaboration with New York State Department of Correction Program Director for continuum of program needs and compliance upon offender transfers; develop an offender Accountability Plan for each offender upon admittance; develop a formalized offender orientation based upon national best practices and required city, state, and Federal mandates. Perform related duties as required

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

Considerable knowledge of modern Correction program needs and risk assessments; considerable knowledge of inmates management and rehabilitation; considerable interpersonal skills; oral and written communication skills; ability to coordinates the interface of technical research activities with applied operational programs/ projects; full knowledge of educational ,vocational and program service needs used to service the needs of the inmates population. 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; 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 draft proposals and negotiate at the highest levels to obtain grants; ability to work under intense pressure and meet restrictive deadlines. At least fifteen (15) or more years experience in corrections, probation, parole, or law enforcement is a plus.

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#174678.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#174678.

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: 11/14/2014

Post Until: 11/21/2014