

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

Civil Service Title: Deputy Commissioner	Level: M-V
Title Code No: 12935	Salary: \$140,000.00/\$140,000.00-\$185,000.00 Frequency: ANNUAL
Business Title: Deputy Commissioner of Classification and Population Management	Work Location: 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Office of the First Deputy Commissioner	Number of Positions: 1
Job ID: 173413	Hours/Shift: Day Tour
Job Description	
<p>Under executive direction of the First Deputy Commissioner with the broadest possible latitude to exercise independent judgment, the Deputy Commissioner for Classification and Population Management is responsible for overseeing and managing the classification of the inmate population. Implement a system to accurately distribute the inmate population across the department's various facilities according to institutional risk levels, facilitate eventual successful community integration; ensures ongoing process of collecting and evaluating information about each inmate to determine institutional risk as well as housing, program and job assignments are in compliance with departmental policies and guidelines and with appropriate statutes and court decisions; recommends changes or improvements in classification procedures; provides technical assistance and resolves difficult classification decisions; trains staff in classification procedures, operations and methodologies; maintains and updates a classification manual; establishes standards and procedures for collection of data and information on inmates administration and scoring of classification testing instruments, use of diagnostic interviews and procedures and transfer of data and information from other agencies to classification operations; assists in integration of classification goals, operations and methods with other department programs including but not limited to education, mental health services, health services, addiction services, counseling, religious services, work programs, recreation and community release programs; monitors classification system to assure quality control by auditing classification committee hearings, reviews and staff qualification operations; participates in inmate classification reviews on a quarterly basis; approves and implements all inmate transfers and custody reductions; maintains liaison with other criminal justice agencies, inmate families and public officials; performs related duties as required.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree or its educational equivalent in corrections, criminology, emergency management, homeland security, forensic science, law enforcement administration, police science, criminal justice, or a closely related field, and a minimum of eight (8) years of satisfactory full-time professional experience in corrections or law enforcement, two (2) years of which must have been in a managerial, administrative or supervisory capacity, and/or 2. At least 24 months in a managerial, administrative or supervisory experience as a correctional warden, correctional administrator or higher authority. 	
Preferred Skills	
<p>Considerable knowledge of modern correctional classification methodologies and techniques; considerable knowledge of inmate management and rehabilitation, inmate population management procedures; knowledge of and ability to apply management principles and techniques; knowledge of relevant agency policies and procedures for classification, community release and assignments, inmate assessment methodologies; knowledge of information and data gathering techniques; basic knowledge of employee training techniques; considerable interpersonal skills; oral and written communication skills. Minimum of fifteen (15+) or more years experience in corrections, probation, parole, or law enforcement is a plus.</p>	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:173413.</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 173413</p> <p style="text-align: center;">Attention: Floretha Bryant</p> <p style="text-align: center;">Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consider will be contacted</p>	
Posting Date: 10/31/2014	Post Until: 11/10/2014

The City of New York is an Equal Opportunity Employer