

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> M-II
<b>Title Code No:</b> 10026	<b>Salary:</b> \$90,000-\$120,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Director of Compliance	<b>Work location:</b> 17-41 Hazen Street, East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Environmental Health	<b>Number of Positions:</b> 1
<b>Job ID:</b> 196109	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction seeks to recruit a Director of Compliance. Under executive direction and with latitude to exercise independent judgement, the candidate recruited will be tasked with ensuring compliance with the standards required by the Hazardous Waste Regulations and the New Storm Sewer Permit that the City of New York is negotiating with the Department of Environmental Conservation (DEC). The incumbent will assist in bringing the Department into compliance and reporting deficiencies to the DEC. Typical duties for this position include but is not limited to the following:

- Identifying waste streams including the determination of all applicable listing and characteristics;
- Implement spill prevention and response procedures;
- Ensuring the separation of waste streams from usable chemicals;
- Totalling the weight of all hazardous wastes generated each month;
- Labeling all waste streams properly and dating the container indicating when the storage began;
- Ensuring the removal of waste every 90 days from the premises;
- Ensuring all staff members and/or inmates are trained in handling hazardous waste. Inmates would only be used to handle waste paint;
- Overseeing and monitoring the preparation of waste for transportation;
- Tracking the shipment and receipting of such waste;
- Ensuring compliance with recordkeeping and reporting requirements;
- Ensuring that hazardous waste storage areas are in compliance with existing regulations;
- Ensuring that waste is properly accumulated in containers, tanks, drip pads or containment building that are kept closed and marked with the date on which the accumulation began;
- Identify an emergency coordinator and test and maintain emergency equipment;
- Reviewing the contingency plan annually and updating if necessary;
- Completing and maintaining all manifests as required;
- Maintain recordkeeping and reporting: (i.e. biennial reporting; information collection requests, and exception reporting, etc.);
- Perform related duties as required.

**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**

Ability to communicate highly complex information clearly and succinctly, both orally and in writing;  
 Ability to meet restrictive deadlines; extract data from various data collection systems and perform quantitative analysis of data;  
 MS Office (Word, Excel, Outlook) and other data sources proficiency. Knowledge of compliance policies and procedures.

**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#: 196109.  
 For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 196109

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> 06/03/2015	<b>Post Until Filled</b>
------------------------------	--------------------------

**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**