

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> M-IV
<b>Title Code No:</b> 10026	<b>Salary:</b> \$105,000-\$115,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Executive Director	<b>Work location:</b> 59-17 Junction Blvd., Rego Park, New York 11368
<b>Division/Work Unit:</b> Health Management Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 232538	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Correction seeks to recruit an experienced candidate to serve as the Executive Director for the Health Management Division (HMD). This division consists of several units which include the clinic, sick desk, medical records, case management, workers compensation, toxicology, absence control, infection control, home visit group, medically monitored return (MMR), and administration. Under executive direction and with latitude to exercise independent judgement and initiative, the incumbent will be responsible for the overall management of the Health Management Division. The successful candidate will oversee and direct the administration and delivery of employee medical and health services; establish relevant policies and operating procedures for the Health Management Division; evaluate the delivery of medical and health services; assess the need for and practicability of additional employee medical programs; determine the need for program upgrades to accommodate the DOC expansion and reform initiative; provide data and pertinent information to the Commanding Officer and the executive leadership staff on matters relating to trends in employee sick leave, workers compensation cases, line of duty injuries, occupational illnesses, infection control measures, absence control, medical separations, etc.; provide insight on matters relating to improving the effectiveness and efficiency of the HMD operations; develop contingency plans for the delivery of medical care to staff at the scene of jail/facility emergencies; develop, implement and modify operational requirements and policies to ensure compliance with federal, state, city and local mandates; develop and implement contingency plans to address epidemic outbreaks within departmental facilities; develop and manage workplace wellness initiatives; ensure through subordinates, that the integrity of the departmental substance abuse testing processes is maintained; ensure full compliance with departmental policies concerning specimen testing and retesting, including collection, custody linkages, and reporting; implement best practices in employee health service delivery; manage staffing levels of medical professionals to ensure effective and efficient delivery of employee health services; implement processes to ensure quality assurance in service delivery; partner with the Office of Trials &amp; Litigation, the Investigations Division, and the Office of Human Resources in the determination of medical separations; partake in special projects; and perform other related duties as assigned.</p>	
<b>Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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</li> <li>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</li> </ol>	
<b>Preferred Skills</b>	
<p>A minimum of 10 years of professional experience leading or managing employee health services operations, occupational health division, large scale medical facility, or employee and workplace wellness operations;  Knowledge of employee/occupational health service delivery practices and programs;  Knowledge of established best practices in the fields of employee health and wellness;  Strong interpersonal and communication skills with the ability to effectively establish and maintain working relationships with internal and external partners;  Microsoft Office (Word, Excel, PowerPoint, Outlook) proficiency.</p>	
<b>Residency Requirements</b>	
<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>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS)-<a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for <b>Job ID# 232538</b>  For all other applicants: Go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a> and search for <b>Job ID# 232538</b>  Submission of a resume is not a guarantee that you will receive an interview.  Only candidates under consideration will be contacted.</p>	
<b>Post Date:</b> 02/22/16	<b>Post Until:</b> 03/04/16

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