

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

Civil Service Title: Program Specialist	Level: II
Title Code No: 60948	Salary: \$50,702/\$58,307-\$69,211 Frequency: ANNUAL
Business Title: Program Specialist	Work Location: 18-18 Hazen Street, East Elmhurst, New York 11370
Division/Work Unit: Anna M. Kross Center	Number of Positions: 1
Job ID: 162327	Hours/Shift: Day Tour

Job Description

The candidate recruited will collect data from all disciplines within the facility (Programs, Security and Administration) review operations orders and directives to promulgate command level orders, review, update and catalogue all command level orders, input statistical data into Microsoft Excel, Access and Word programs, analyze statistical data for spikes, trends and changes and report changes to Warden, create spreadsheets with links and calculations and perform related duties. The candidate must have excellent writing skills and must be computer literate and proficient in Excel and Access. Excellent analytical and statistical skills required.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university with specialization in public or business administration, sociology, criminology, mathematics, statistics, or related fields; or
2. An associate degree from an accredited college in public or business administration, sociology, criminology, mathematics, statistics, or a closely related field and two years of full-time satisfactory experience in public or business administration, community relations, social work, mathematical or statistical research; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and four years of Full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. College education may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience. However, all candidates must have a four year high school diploma or its educational equivalent.

For Assignment Level II and III, in addition to meeting the qualification requirements above, one additional year of the experience described in "2" above is required for Assignment Level II and two additional years of experience for Assignment Level III

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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#162327.

Attention: Sharen Harris

This position is only open to Department of Correction employees who are permanent in the title of Program Specialist or employees who applied for the Program Specialist examination.

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 09/02/2014	Post Until: 09/17/2014
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The City of New York is an Equal Opportunity Employer