

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 II	Work Location: Rikers Island, East Elmhurst, New York 11370
Division/Work Unit: Criminal Justice Bureau	Number of Positions: 1
Job ID: 162359	Hours/Shift: Day Tour

Job Description

Video teleconferencing is a joint venture between the office of Court Administration and DOC. Instead of transporting inmates to all of the City's courts (Supreme, Criminal Civil, Housing and Family), inmates remain in their facilities where they utilize an interactive TV process to satisfy court productions, attorney client interviews, drug treatment program interviews, probation interviews and other miscellaneous court-related appointments. The Criminal Justice Bureau's Executive Director's Office is responsible for oversight of the Department's Video Teleconferencing (VTC) Program as well as the performance of duties assigned by the Bureau Chief of Custody Management and the Deputy Warden of CJB. The candidate recruited will be responsible for VTC's day-to-day operations and the maintaining of the utilization statistics. He or she will also function as the liaison between Office of Court Administration, the borough courts, MIS and each VTC facility. Some of the responsibilities include: charting the number of inmates to be produced the next day to ensure there are no scheduling conflicts and that the daily number of productions for a particular jail does not exceed the number of booths and time slots; coordinating with each VTC unit to ensure that their count for VTC is accurate and throughout the day ensures all inmates are produced promptly and are seen for their scheduled court appointment (inmates arriving at the VTC unit are logged into the system and placed in a video booth, where they are seen by the Judge presiding over their case, lawyer or probation interviewer); inputting daily stats in Excel and extrapolating other records and statistics that evidence the utilization of the program and providing troubleshooting services and on-site technical assistance. Excellent computer statistical and organization 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#112535.

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