

REPOSTING

**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: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Strategic Planning and Programs/Program Monitoring Unit	Number of Positions: 1
Job ID: 146752	Hours/Shift: Day Tour

Job Description

Under the supervision of the Director of Reentry Services and Program Performance, the selected candidate will serve as the Program Specialist in the Program Monitoring Unit. The successful candidate will be responsible for ensuring the integrity of the Individualized Correction Achievement Network (I-CAN) program as well as coordinating program operations in the facilities. I-CAN is the Department's second generation effort, replacing Rikers Island Discharge Enhancement RIDE) and offering skills building opportunities and discharge planning to both eligible pretrial and sentenced inmates in jail and after release. I-CAN utilizes standardized and validated risk and needs assessments of the inmate population, which will inform evidence-based intervention using innovative methods of engaging inmates that are tailored to address individual criminogenic risk factors. Responsibilities include, but are not limited to:

- Carrying out the auditing, billing verification and site visit functions of the Program Monitoring Unit. Preparing for quarterly audits, developing audit reports, and formulating audit protocols. Reviewing monthly bills to ensure accurate payments and entering invoice information into the billing database and prepare billing reports. Formulating, updating and revising billing and reporting instruments. Conducting weekly site visits and developing recommendations for program improvement.
- Ensuring effective and efficient program operations by serving as a liaison between contracted providers and DOC staff at one or more facilities (on some days of the week). Addressing both provider and DOC operations issues as they arise.
- Conducting interviews with inmates who are eligible for the I-CAN program and their referrals to the appropriate provider. Preparing reports on inmate interviews and referrals.
- Preparing reports to document program activities and billed services.
- Performing administrative tasks as assigned by the Director of Reentry Services and Program Performance.
- Conducting research on best practices in reentry services. Preparing presentations and occasional briefing memoranda.

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#146752.

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: 03/17/2014

Post Until: 08/08/2014

The City of New York is an Equal Opportunity Employer