City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Staff Analyst	Level: II
Title Code No: 12626	Salary: $56,458-$64,927 Frequency: ANNUAL
Business Title: Facility Movement System Analyst	Work Location: Riker's Island
Division/Work Unit: Classification & Population Management	Number of Positions: 1
Job ID: 233943	Hours/Shift: Day Tour

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The "DOC" operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

Selected candidates will assist and work with custody staff within the RMU with the management of inmate transfers and housing unit assignments. Gather and review statistical & data analysis of metrics regarding target incidents as well as population trends, admission/discharge numbers and police prisoner counts (central booking). Develop reports with said data to determine progress of the housing and classification models. Perform any and all duties designated by a supervisor. Work along side supporting staff in auditing housing placements to ensure the inmates that RMU transfers are housed in their assigned locations and that the SRG/ethnic/age breakdowns are consistent with what is reported.

Selected candidates will also be responsible for reviewing lists of inmates eligible for transfer provided by the 'HUB" tool and create a housing profile based on institutional behavior, SRG affiliation, movement history, and Intel provided by CIB and facility security staff. They will also be required to enter and perform work inside of correctional centers and be in contact with inmates periodically.

Minimum Qualification Requirements

1. 1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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; or
2. 2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor 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.
   Special Note:
   To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Additional Information

Must be a permanent Staff Analyst in order to apply.

Preferred Skills

- Excellent written & communication skills.
- Demonstrated proficiency in Microsoft Office Software (Excel, Word, Outlook).
- Demonstrated ability to manage time and complete tasks within specified deadlines.

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# 233943**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 233943**

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

Only those candidates under consideration will be contacted.

Posting Date: 03/02/16	Post Until: 03/15/16

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