

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

Civil Service Title: Administrative Staff Analyst	Level: M-III
Title Code No: 10026	Salary: \$115,000-125,000 Frequency: ANNUAL
Business Title: Senior Policy Advisor	Work location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 1
Job ID: 219928	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit a Senior Policy Advisor to provide support in the Office of the Commissioner. The Senior Policy Advisor is vital to supporting the strategic operational functions of the department and the Commissioner's reform agenda. Under executive direction, with latitude for independent judgment and decision-making, the incumbent will work closely with the senior staff to provide oversight and guidance to policies and projects critical to the organization; develop and implement plans for new initiatives; research and advise on best correctional practices; evaluate the effectiveness of newly-implemented initiatives; continue relevant research and analysis to support ongoing operational activities; assist with the operations of the Commissioner's Office; assist with the development of departmental policies and procedures related to staff performance management, organizational culture, reform agendas, inmate population management, intelligence and information management, staff development, and special projects. The Senior Policy Advisor will be responsible for the administration, implementation, and planning of special programs, policies, and projects; confer with all levels of departmental management for information in connection with matters requiring the Commissioner's decision; may serve as liaison between the Administration and other city agencies, stakeholders, and oversight agencies; interview individuals and groups desiring to meet with the Commissioner, perform confidential and complex analytical work in support of business operations; review relevant operational data, and perform related duties as assigned.

SPAdvisor_072_2015_219928

Qualification Requirements

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: operations research, organizational research or program evaluation; in personnel or public administration, recruitment, personnel relations, employee benefits, staff development, employment program planning/administration, social services program planning/evaluation, community organizing, 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
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.

Preferred Skills

MS Office (Word, Excel, PowerPoint, Outlook) proficiency;
Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;
Ability to communicate highly complex information clearly and succinctly, both orally and in writing to various audiences;
Ability to plan, direct, coordinate and manage special projects;
Ability to work under intense pressure and meet restrictive deadlines;
Ability to gather sensitive information and maintain confidentiality.

Residency Requirements

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 and search for Job ID#:219928.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 219928.

Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 10/21/2015

Post Until: 11/04/2015