

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> NM
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$56,937.00-\$85,000.00 Frequency: ANNUAL
<b>Business Title:</b> Training Management Specialist/Curriculum Developers	<b>Work Location:</b> 66-26 Metropolitan Avenue, Middle Village, New York 11379
<b>Division/Work Unit:</b> Correction Academy	<b>Number of Positions:</b> 4
<b>Job ID:</b> 196111	<b>Hours/Shift:</b> Day Tour
<p style="text-align: center;"><b>Job Description</b></p> <p>The New York City Department of Correction seeks to recruit Training Management Specialist/Curriculum Developers. Under the direction of the Director of Training Management and with wide latitude to exercise independent judgment, the candidates recruited will be responsible for planning, designing, developing and implementing academy training, designed to enhance staff performance, increase staff competencies, and meet administrative mandates for uniformed and non-uniformed staff. The incumbents will perform duties to include but not limited to:</p> <ul style="list-style-type: none"><li>• Creating and performing appropriate needs assessments to determine training program goals and objectives. Assist with the creation and revision of recruit, in-service, non-uniformed lesson plans and other relevant training materials;</li><li>• Creating and performing training evaluations to determine training program impact and effectiveness;</li><li>• Reviewing and designing training curriculum for new and ongoing training projects; design and deliver professional presentations to uniformed and non-uniformed staff; establish and maintain cooperative relationships with other city, state and federal government agencies, external vendors and academia to set training objectives; develop curriculum and ensure quality of materials;</li><li>• Managing professional organizational research work in the development of complex surveys, and studies of organizational and operational deficiencies, which may require the use of quantitative analysis, cost analysis and other research techniques;</li><li>• Assisting with development and implementation of new initiatives and special projects; developing and monitoring project plans to ensure that deliverables are provided in accordance with established time frames and deadlines;</li><li>• Handling professional budget work in the preparation and administration of academy training projects; make recommendations to the Director in order to obtain optimum efficiency in the utilization of staff, equipment, technology and other operating resources;</li><li>• Consulting with agency managers, supervisors and subject matter experts to determine needs, identify solutions and secure appropriate training to meet those needs; conduct research on best practices and issues related to training and staff development;</li><li>• Support the work of the Academy Warden and Director of Training Management, and perform related duties as assigned.</li></ul>	
<p style="text-align: center;"><b>Minimum Qualification Requirements</b></p> <p>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: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel 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. 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</p> <p>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.</p>	
<p style="text-align: center;"><b>Preferred Skills</b></p> <p>Proficiency in MS Word, Excel, PowerPoint and Outlook; Excellent communication, organizational, analytical, interpersonal, writing and presentation skills highly desired; Experience with high level administrative functions, business process analysis, research, policy analysis and development; Experience or knowledge of curriculum design, lesson plan development, training delivery and program planning; Background in training, staff development and project management preferred.</p>	
<p style="text-align: center;"><b>Residency Requirement</b></p> <p>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.</p>	
<p style="text-align: center;"><b>To Apply</b></p> <p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID#196111</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a> and search for Job ID# 196111</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
<b>Posting Date:</b> 06/03/2015	<b>Post Until Filled</b>

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