

**City of New York
Department of Correction
Job Vacancy Notice
Re-Posting**

Civil Service Title: Administrative Staff Analyst	Level: M-II
Title Code No: 10026	Salary: \$54,740/\$59,032-\$146,276
Office Title: Lead Intelligence Analyst	Work location: Bulova Corporate Center, 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Senior Deputy Commissioner/Real-Time Correction Intelligence Center	Number of Positions: 1

Hours/Shift: Day Tour

Job Description

The New York City Department of Correction (DOC) has been awarded an American Recovery & Reinvestment Act (ARRA) Federal stimulus grant to create a center of competence for analyzing corrections intelligence and identifying and reporting leading risk indicators of violence: the Real Time Correction Intelligence Center (the Center). The goal of the Center is to reduce violence in the jails and improve public safety by presenting information now available from a variety of sources and in a variety of formats in a way that will get the right information to the right people at the right time. The Center will combine the expertise of Correction professionals with that of trained analysts, statisticians, and information technology professionals to move from a reactive data model to a predictive one that will reduce violence in the jails through the use of better gang intelligence. A preliminary high-level outline of the two-year project is: Phase 1 - Inventory, consolidate and normalize existing data; Phase 2 - Develop leading risk indicators; and Phase 3 - Implement appropriate visualizations and notification systems.

The Lead Intelligence Analyst will report to the Project Steering Committee, chaired by the Senior Deputy Commissioner. The Lead Analyst is charged with bringing data-focused analysis skills and leadership to DOC, and partnering with senior civilian and uniform management and Information Technology in the successful implementation of the Real Time Correction Intelligence Center. The Lead Analyst will help envision and articulate the needs of Intelligence and senior management customers, and will communicate those requirements to the Information Technology team, and will guide and approve project deliverables. The Lead Analyst will coordinate and collaborate with outside criminal justice agencies such as the DOJ's National Gang Intelligence Center and other gang intelligence units at the Federal, State and local level. Prepare and present reports to senior management and other stakeholders as well as ARRA stimulus funds reporting as well as facilitate knowledge transfer of new system to Correction Officers and staff.

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: 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
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.

Essential Skills

Prior experience in dealing with intelligence-gathering in a law-enforcement or criminal justice organization such as the FBI, CIA, police department, or correctional facility. Leadership role in Fusion Center, HIDTA center, or similar. Strong understanding or expertise with data-based and statistical analysis techniques in Law Enforcement and Intelligence. Excellent managerial, writing, communication and analytical skills; facile in Word, Excel, and PowerPoint. Proficiency in program evaluation and performance measurements.

To Apply:

New York City Department of Correction, Recruitment and Certification Section
2 Washington Street, 10th Floor, New York, New York 10004

Indicate JVN Number on Resume

Resume and Cover Letter can be E-Mailed to: ITJOBS@DOC.NYC.GOV

Attention: Floretha Bryant

New York City Residency Required Within 90 Days of Appointment. **This is a Grant Funded position.**

Post Date: 2/24/2010

Post Until: 03/10/2010

JVN: 072-2010-008024