



CITYWIDE JOB VACANCY NOTICE

The New York City Administration for Children's Services protects New York City's children from abuse and neglect. Along with our community partners, Children's Services provides neighborhood-based services to help ensure children grow up in safe, permanent homes with strong families.

CIVIL SERVICE TITLE: Administrative Director of Social Services
LEVEL: M-1
TITLE CODE NO: 10056
SALARY RANGE: \$49,492 - \$136,198
NON-CITY MINIMUM: \$49,492
CITY MINIMUM*: \$53,373
FUNCTIONAL TITLE: Deputy Director of Residential and Foster Care Programs
NUMBER OF POSITIONS: 1
DIVISION/WORK UNIT: Policy, Planning and Measurement
WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

As part of the Division of Policy, Planning and Measurement, the Deputy Director for Residential and Foster Care Programs, reports to the Director of Policy and Planning and will be responsible for providing program planning and development support to new residential and foster care programs developed for juvenile justice and child welfare populations. Specific duties will include:

- Under general direction, with latitude for the exercise of independent judgment, is responsible for the direction and administration of comprehensive foster care and residential programs, with a significant focus on juvenile delinquent youth placed with ACS, and ensuring that all new programs are developed to ensure program model fidelity, monitor outcomes and use data to improve performance.
- Develops new program models in juvenile justice and child welfare, collaborate with and support the needs of the agency's program divisions, and provides technical assistance and oversight for provider agencies implementing those services.
- Regularly represents the Division in meetings, compiles reports and manages workload and time management needs of staff to ensure timely completion of assignments; creates and improves upon existing infrastructure and systems to ensure high quality.
- Under general direction, is responsible for the design, administration and coordination of new residential and foster care programs being implemented; directs the staff in the application of administrative policies, procedures and regulations for uniformity of interpretation and practice; interprets operating programs, policies and procedures to community groups and cooperating agencies through correspondence, conferences, lectures, and reports, and acts to coordinate the work of these groups with the Department.
- Supervises Program Development Project Managers monitoring and providing technical assistance to new programs.
- Oversees site visits and record reviews done by the program development office.
- Under general direction, is responsible for the direction, administration and coordination of activity within new foster care and residential provider agencies implementing new programs, in accordance with departmental policy.

PREFERRED SKILLS:

The preferred candidate should possess the following: A Masters of Social Work degree or Master's degree in a related discipline, a record of proven managerial or supervisory accomplishment in a large child welfare or juvenile justice agency or a closely related human services field; knowledge of the child welfare and juvenile justice systems in New York; excellent written and communication skills; ability to deal tactfully and effectively with diverse constituencies at all levels, as well as an extensive understanding of juvenile justice and child welfare issues; familiarity with the NY State "CONNECTION," case management system or other automated child welfare systems; familiarity with NYC's diverse communities; knowledge of Microsoft Word, Excel, PowerPoint and Access. Bilingual ability in Spanish or other languages a plus.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.
New York City residency required within 90 days of appointment.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:
ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS Intranet and select the 'Jobs' icon.

ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.
Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.

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

POST DATE: 4 / 24 / 12	POST UNTIL: 5 / 8 / 12	JVN: 067-12-10797C-C2H
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*Job Vacancy Notice reissued and reposted Citywide. Previous applicants who applied for 10772C do not need to reapply.

Note: All resumes must be received no later than the last day of the posting period.
Michael R. Bloomberg Mayor
Ronald E. Richter Commissioner
The City of New York and the Administration for Children's Services are Equal Opportunity Employers Committed to Diversity



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CIVIL SERVICE TITLE: Administrative Director of Social Services	LEVEL: M-I
TITLE CODE NO: 10056	SALARY RANGE: \$49,492 - \$136,198
FUNCTIONAL TITLE: Chief of Staff	NON-CITY MINIMUM: \$49,492
	CITY MINIMUM*: \$53,373
DIVISION/WORK UNIT: Youth Family Development	NUMBER OF POSITIONS: 1
WORK LOCATION: 150 William Street, Manhattan	

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

The New York City Administration for Children's Services is seeking an exceptional candidate for the position of Chief of Staff for the Division of Youth and Family Development. The Division of Youth and Family Development is being created as ACS takes responsibility for the young people (adjudicated juvenile delinquents) that are placed by the NYC Family Court in non-secure and limited-secure placements. Reporting directly to the Deputy Commissioner of Youth and Family Development, the Chief of Staff will be responsible for managing the day-to-day operations of the Deputy Commissioner's Office and advance the division's critical work.

Specific duties will include:

- Advise the Deputy Commissioner on the development and implementation of Division policies and procedures, and work with staff to develop and implement proposals.
- Work closely with senior leadership and their staff to address priority issues and assist with long and short-term key initiatives.
- Spearhead the coordination and management of hiring, staffing and various personnel issues for the Division on an ongoing basis.
- Assist in the development and implementation of comprehensive data and staff management protocols to comprehensively map and analyze youth and family trends, assess and strategize around unmet or changing service needs, identify programmatic and administrative strengths, needs and challenges and trouble-shoot on a wide range of operational or programmatic issues and concerns.
- Assist with the drafting of key divisional materials, protocols, policies and procedures.
- Work to ensure that data and trend information regarding division activities, census and performance are available and up to date.
- Initiate and direct research and evaluation on a broad spectrum of programmatic issues to maximize the division's efficiency and effectiveness.
- Attend meetings with and on behalf of the Deputy Commissioner and conduct appropriate follow-up from meetings.
- Maintain effective and productive working relationships with provider agencies and external stakeholders.
- Facilitate and manage cross-divisional projects
- Assess and resolve issues brought to the Deputy Commissioner's attention.
- Coordinate meeting preparation with the Deputy Commissioner and senior leadership, provide information, and serve as a liaison on critical projects.
- Serve as confidential aide to the Deputy Commissioner.

PREFERRED SKILLS:

The ideal candidate should possess a graduate degree and a proven track record of achievements in one or more of the following fields: child welfare, juvenile delinquency and/or other criminal justice and court systems, government operations, and/or social services. The ideal candidate will have direct experience with young people and their families involved in the juvenile delinquency and child welfare system, as well as familiarity with the local and national community of stakeholders in the juvenile delinquency and child welfare fields. A substantial understanding of the juvenile justice system is preferred. Experience in city administration and/or city government and is preferred. The ideal candidate will have proven abilities in strategic planning, policy and legal analysis, and project management. Excellent managerial, analytical, leadership, written, communication, and interpersonal skills are required.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, (civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

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ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.
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POST DATE: 5 / 2 / 12	POST UNTIL: 5 / 16 / 12	JVN: 067-12-10814C-C2H
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Note: All resumes must be received no later than the last day of the posting period.

Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

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AGENCY JOB VACANCY NOTICE

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CIVIL SERVICE TITLE: Principal Administrative Associate

LEVEL: 3

TITLE CODE NO: 10124

SALARY RANGE: \$49,488 - \$75,630

NON-CITY MINIMUM: N/A

CITY MINIMUM*:\$56,911

FUNCTIONAL TITLE: Personnel Analyst and Recruitment Liaison

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Youth and Family Justice

WORK LOCATION: 150 Williams Street, Manhattan

The Administration for Children's Services (ACS) is responsible for the protection of New York City's children and the support of the City's families. ACS provides Head Start and Day Care Services; investigates reports of abuse and neglect; and provides foster care and adoption services to families; facilitates children's and families' access to appropriate preventive services; and provides detention services and community-based placement services for youth in the juvenile justice system.

JOB DESCRIPTION:

The Division of Youth and Family Justice ("DYFJ") provides temporary detention services for youth accused of juvenile delinquencies during the pendency of their Family Court case. Under general supervision, the DYFJ Personnel Analyst and Recruitment Liaison will work within the division, and the Division of Youth and Family Development to identify, recruit, develop and maintain proper staffing levels necessary for the effective functioning of the division. The DYFJ Personnel Analyst and Recruitment Liaison will also work closely with the DYFD to develop and hire for Close to Home. Specific duties include but are not limited to:

- Participate in the preparation of fiscal requests and staffing;
- Make recommendations based upon statistical analyses;
- Track personnel budget and monitor overtime expenditures;
- Develop, prepare and execute a recruitment program including a mentor and internship program;
- Develop and prepare brochures and material related to recruitment of staff for circulation;
- Organize and collaborate with various other public and private agencies and organizations to promote recruitment;
- Prepare operational analyses based on organizational structure and create strategies to address staffing needs;
- Liaise with management and information systems;
- Prepare reports of findings and recommendations for improved efficiency;
- Prepare and maintain hiring procedure manuals and related material;
- Prepare reports on agency programs;

PREFERRED SKILLS:

The preferred candidate should possess the following: Demonstrated ability to understand the civil service law and hiring process; experience with the juvenile justice system and related systems; an understanding of the functions and operations of juvenile detention and/or case management; experience dealing with the Office of Management and Budget and/or the Department of Court Administration Services; ability to problem-solve and make decisions in a timely manner; ability to work under pressure and with tight deadlines; strong organizational, written, and oral communication skills; ability to lead and work as part of a team, as well as independently, to achieve necessary results; and ability to prioritize tasks and undertake several critical projects at one time.

QUALIFICATION REQUIREMENTS:

This position is open to permanent (not provisional) employees currently serving as a Principal Administrative Associate, Level III at the Administration for Children's Services.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

THIS VACANCY IS OPEN TO CURRENT ADMINSTRATION FOR CHILDREN'S SERVICES EMPLOYEES ONLY

To apply electronically, visit the Administration for Children's Services' Intranet and select the 'Jobs' icon.

Employees experiencing technical problems using ACS Jobs Online can call the Office of Personnel Services at (212) 341-2563.

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.

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

POST DATE: 6 / 7 / 12	POST UNTIL: 6 / 21 / 12	JVN: 067-12-10841-C2H
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Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

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CIVIL SERVICE TITLE: Administrative Director of Social Services

LEVEL: M1

TITLE CODE NO: 10056

SALARY RANGE: \$49,492 - \$136,198

FUNCTIONAL TITLE: Close to Home Director of Placement and Permanency

NON-CITY MINIMUM: \$49,492

DIVISION/WORK UNIT: Division of Youth and Family Development

CITY MINIMUM*: \$53,373

WORK LOCATION: 150 William Street, Manhattan

NUMBER OF POSITIONS: 3

** Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.*

JOB DESCRIPTION:

The Administration for Children's Services (ACS) is responsible for the protection of New York City's children and the support of the City's families. ACS provides Head Start and Day Care Services; investigates reports of abuse and neglect; and provides foster care and adoption services to families; facilitates children's and families' access to appropriate preventive services; and provides detention services and community-based placement services for youth in the juvenile justice system.

Under administrative direction, the Close to Home ("CTH") Permanency and Placement Director is responsible for the direction, administration and coordination of the CTH Permanency and Placement Specialists. The CTH Permanency and Placement Specialists are responsible for reviewing, assessing and overseeing the day-to-day needs of the juvenile delinquent youth placed with providers from placement to aftercare. Specific duties include:

- Manage the day to day operations of the CTH Permanency and Placement Specialist Team, including direct supervision for CTH Permanency and Placement Specialists.
- After a youth is placed, ensure that cases are assigned to a Permanency and Placement Specialist for review and monitoring.
- Ensure all youth who are placed on juvenile delinquency placements have permanency and discharge plans and that regular conferences are held to address these plans and any barriers for discharge.
- Assist with identifying and solving barriers to discharge.
- Approve movements between placement facilities, waivers to longer lengths of stay in a facility, the filing of Extension of Placement petitions and revocations of youth back into placement.
- Oversee the writing and submission of CTH reports by Permanency and Placement Specialists, petitions and other documents to the Family Court.
- Collaborate and communicate with Close to Home stakeholders, including various parties in the juvenile justice system, the Department of Education and mental health providers, prosecutors, defense counsel, probation officers, judges, court clerks, etc.
- Collaborate with placement providers to ensure that permanency planning is taking place for every youth and intervening in crises with youth in the placement facilities.
- Maintain an ongoing case tracking and data collection system of all youth going to placement, including discharge date and the date the placement ends.
- Ensure that the provider agency establishes contact with clients in accordance with program protocol and is assigned a role in the case in an expedited fashion.
- Work with the CTH Permanency and Placement Specialist to encourage families to be active participants in treatment goals.
- Provide ongoing data reports.
- Conduct meetings and develop communication protocols with CTH placement agencies, CTH stakeholders, and others involved in Close to Home.
- Coordinate comprehensive staff training programs and provide on-going professional development opportunities for staff.

PREFERRED SKILLS:

The preferred candidate should possess a Juris Doctorate (JD) or Master's Degree in Social Work (MSW) or other relevant graduate degree. Preference will be given to candidates with experience in and/or knowledge of the juvenile justice system.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or

2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:

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ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.

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POST DATE: 04/13/12	POST UNTIL: 04/27/12	JVN: 067-12-10756C-C2H
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Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

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CIVIL SERVICE TITLE: Community Coordinator	LEVEL: N/A
TITLE CODE NO: 56058	SALARY RANGE: \$45,615 - \$70,810 NON-CITY MINIMUM: \$45,615 CITY MINIMUM*: \$52,457
FUNCTIONAL TITLE: Alternative to Placement Coordinator	
DIVISION/WORK UNIT: Youth & Family Development	NUMBER OF POSITIONS: 3
WORK LOCATION: 150 William Street, Manhattan	

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The Administration for Children’s Services (ACS) is responsible for the protection of New York City’s children and the support of the City’s families. ACS provides Head Start and Day Care Services; investigates reports of abuse and neglect; provides foster care and adoption services to families; facilitates children’s and families’ access to appropriate preventive services; and provides detention services and community-based placement services for youth in the juvenile justice system.

JOB DESCRIPTION: The Division of Youth and Family Development (“DYFD”) is responsible for oversight and management of alternatives to placement and of post adjudicated youth placed pursuant to court order in a juvenile delinquency case in Family Court and permanency planning. Under general direction with wide latitude for independent initiative and judgment performs very responsible work in the planning, implementation, coordination and monitoring of placement-bound youth in the Juvenile Justice Initiative program (JJI). JJI is an alternative to placement and after-care program available as part of the continuum of care established by ACS for Close to Home (“CTH”). JJI serves adolescents that have a delinquency finding and are placement bound, but less restrictively may be maintained in the community through intensive services.

- Assess and identify court-involved youth to determine eligibility for JJI program and services.
- Fieldwork to include interviewing youth in detention centers and interviewing family members in their homes, to assess eligibility for program
- Act as liaison between CTH Intake Assessment Planners, Detention, the Department of Probation, the Family Court, the Corporation Counsel (prosecutor) and the juvenile defender, in the context of individual youths’ JD cases
- Develop detailed and comprehensive written reports for judges, attorneys and other social service providers on the appropriateness of JJI for particular youth
- Testify in court regarding acceptances of youth into the program, and in support of the written reports submitted
- Develop a thorough understanding of evidence-based therapeutic modalities for youth in the juvenile justice system. Modalities includes Multisystemic Therapy, Functional Family Therapy, and Multidimensional Treatment Foster Care
- Collaborate with the CTH Intake Assessment Planners on youth who have participated in JJI and may be placed or when the Alternative to Placement Coordinator has information about a youth and his/her family that may assist the CTH Intake Assessment Planners with their assessment
- On occasion, troubleshoot cases of “dual jurisdiction” youth (youth involved in both the child welfare and criminal/juvenile justice system), with the assistance of Crossover Youth Specialists and CTH Intake Assessment Planners.
- Maintain appropriate and organized computer records/documentation in the agency system of record.
- Respond to Family Court orders to explore placement with ACS on juvenile delinquency cases, coordinating efforts with Crossover Youth Specialists.
- Coordinate case conferences with multiple parties involved in a particular case, to determine the best outcome for the youth

PREFERRED SKILLS:

The preferred candidate should possess at least 2-4 years of experience and a Masters Degree in Social Work (MSW), as well as excellent writing and public speaking skills. Bilingual English/Spanish candidates with direct experience working with adolescents, preferably in the juvenile justice system preferred. Candidate should also have knowledge of NYC and NYS Foster Care and Preventive Services and Preventive Services: and knowledge of computer systems, as appropriate, e.g. Microsoft Word, Excel, Power Point, Connections, etc.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

ADDITIONAL REQUIREMENTS:

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Michael R. Bloomberg
Mayor
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Ronald E. Richter
Commissioner



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CIVIL SERVICE TITLE: Community Coordinator	LEVEL: N/A
TITLE CODE NO: 56058	SALARY RANGE: \$45,615 - \$70,810 NON-CITY MINIMUM: \$45,615 CITY MINIMUM*: \$52,457
FUNCTIONAL TITLE: Cross Over Youth Specialist	
DIVISION/WORK UNIT: Youth & Family Development	NUMBER OF POSITIONS: 2
WORK LOCATION: 150 William Street, Manhattan	

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JOB DESCRIPTION: The Division of Youth and Family Development (“DYFD”) is responsible for oversight and management of post adjudicated youth placed pursuant to court order in a juvenile delinquency case in Family Court and permanency planning. The Juvenile Justice Permanency Planning program area is responsible for addressing the needs of “crossover youth”. Crossover youth are youth involved with child welfare services that also have involvement in the juvenile or criminal justice system. The goal is to improve services to and permanency planning for these youth with a concentration in assisting youth in placement as part Close to Home (“CTH”). The program is committed to reducing unnecessary detention and incarceration for crossover youth, unless there are clear public safety concerns.

Specific duties include, but are not limited to:

- Obtain information on youth who have pending matters in Family Court in order to determine whether the youth has child welfare involvement.
- Identify youth who have child welfare involvement and are in juvenile detention, placed in a juvenile placement facility or incarcerated on a criminal court case.
- Collaborate with divisions in ACS, foster care agencies, and contracted care providers to ensure that youth are supported throughout the process and that appropriate permanency planning is taking place.
- Research cases on Connections and other on-line databases in order to obtain youth and family child welfare history.
- Interview and assess child welfare involved youth and families in order to determine how to best plan for these youth and their families and navigate the juvenile justice/ criminal justice systems.
- Work with CTH Intake Assessment Planners and CTH Placement and Permanency Specialists to plan for youth while in ACS care.
- Keep data on crossover youth in placement including: numbers of crossover youth, the systems the youth are involved in and the resolution of the juvenile or criminal court cases.
- Appear in and present information to family, supreme and criminal courts citywide.
- Prepare and submit court reports.
- Collaborate with child welfare and juvenile justice stakeholders inside and outside the agency to ensure crossover youth are well represented in court and supported by their caregivers at all stages of the justice process.
- Address telephone and e-mail inquiries regarding crossover youth and provide appropriate information and technical assistance.
- Maintain appropriate and organized computer records/documentation.
- Maintain Professionalism at all times.

PREFERRED SKILLS:

The preferred candidate should possess an interest in and commitment to working with adolescent youth involved in the juvenile/criminal justice and child welfare systems. In addition, the candidate must have excellent writing and public speaking skills. Candidate should also have knowledge of the NYC juvenile/criminal justice system, NYC and NYS Foster Care system and knowledge of computer systems, as appropriate, e.g. Microsoft Word, Excel, Power Point, Connections, WMS, GOALS, etc.

QUALIFICATION REQUIREMENTS:

- A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
- High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

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Mayor
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Commissioner



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CIVIL SERVICE TITLE: Community Coordinator	LEVEL: N/A
TITLE CODE NO: 56058	SALARY RANGE: \$45,615 - \$70,810
FUNCTIONAL TITLE: Placement and Permanency Specialist	NON-CITY MINIMUM: \$45,615
	CITY MINIMUM*: \$52,457
DIVISION/WORK UNIT: Youth & Family Development	NUMBER OF POSITIONS: 15
WORK LOCATION: Various	
* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.	

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JOB DESCRIPTION:

The Division of Youth and Family Development ("DYFD") is responsible for oversight and management of post adjudicated youth placed pursuant to court order in a juvenile delinquency case in Family Court and permanency planning. Under general supervision, with wide latitude for independent action and decision, the Close to Home Placement and Permanency Specialist will play a critical role in ensuring the success of a youth's placement with a Non-Secure Placement provider, including implementation, coordination and monitoring of youth while in placement. Specific duties will include:

- Responsible for youth throughout the terms of placement and therapeutic aftercare services to ensure quality case practice and adherence to release conditions;
- Coordinate the work with placement providers, youth and family or other resource to ensure youth's physical, mental and emotional needs are being met and ensure that consistent permanency and discharge planning is occurring;
- Assist in the formulation of a service plan for the youth, by assessing the youth's needs by obtaining personal social data, conferring with medical/psychiatric or other relevant professional consultants as required and submitting appropriate forms;
- Ensure that placement provider is coordinating with appropriate community based aftercare services and that there is an appropriate educational transition plan for the youth upon release;
- Monitor the length of stay for each youth in placement and assist with identifying and assisting in resolving barriers throughout placement and aftercare;
- Coordinate with Family Court Legal Services ("FCLS") to ensure Extensions of Placement Petitions are filed if necessary;
- Coordinate with placement providers to ensure documentation is adequate for any court petitions or hearings.
- Write reports for court, when necessary, regarding the youth's history, assessment of underlying issues, and any recommendations including an extension of placement;
- With supervisor approval, recommend or disapprove movement of youth between facilities and document decisions in Connections and/or any other system of record;
- Coordinate with other divisions within ACS to track and record unusual incidents and follow up with the youth and the provider as necessary;
- Conduct conference calls and/or conferences to analyze, in coordination with supervisor, each youth's progress in therapeutic aftercare services; meet with the youth and the family once the youth is placed on aftercare services;
- Answer mail/telephone inquiries from providers/courts/other interested parties, by referring to case records/files/procedures, in order to advise/inform inquiries as to current status of each case;
- Coordinate assessment, under close supervision, with the aftercare provider, regarding whether a youth's aftercare service needs to be revoked and youth needs re-placement based on the youth's behavior in the community and cooperation with services and coordinate with FCLS any legal documents that may be necessary for a revocation hearing;
- Enter updates and retrieve case information in Connections, PROMIS and other electronic information storage systems;
- Complete administrative functions, including timely documentation and data entry;
- Collaborate and strengthen partnerships with a variety of community representatives and stakeholders.

PREFERRED SKILLS:

The preferred candidate should possess experience, education or demonstrated interest in working with justice system involved youth and/or adolescents, as well as experience navigating CJIS; knowledge of Unified Case Management System (UCMS), Reusable Case Management System (RCMS), Connections, PROMIS and HHS connect; possess an in depth understanding of the placement process; knowledge of court orders, Online Booking System (OLBS) and other documents used during the admissions, transfer and release process.

QUALIFICATION REQUIREMENTS:

- A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
- High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

New York City residency required within 90 days of appointment.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS Intranet and select the 'Jobs' icon.

ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.

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

POST DATE: 04/13/12	POST UNTIL: 04/27/12	JVN: 067-12-10759C-C2H
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Note: All resumes must be received no later than the last day of the posting period.

Michael R. Bloomberg
Mayor
The City of New York and the Administration for Children's Services are Equal Opportunity Employers Committed to Diversity

Ronald E. Richter
Commissioner



CITYWIDE JOB VACANCY NOTICE

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CIVIL SERVICE TITLE:	Child and Family Specialist	LEVEL:	N/A
TITLE CODE NO:	52408	SALARY RANGE:	\$61,574 – 83,038
FUNCTIONAL TITLE:	Intake Assessment Planner	NON-CITY MINIMUM:	\$61,574
DIVISION/WORK UNIT:	Youth and Family Justice/Placement Intake Assessment Planning	CITY MINIMUM*:	\$70,810
WORK LOCATION:	Citywide	NUMBER OF POSITIONS:	4

JOB DESCRIPTION:

The Administration for Children's Services (ACS) is responsible for the protection of New York City's children and the support of the City's families. ACS provides Head Start and Day Care Services; investigates reports of abuse and neglect; and provides foster care and adoption services to families; facilitates children's and families' access to appropriate preventive services provides detention services and community-based placement services for youth in the juvenile justice system.

The Division of Youth and Family Justice ("DYFJ") provides temporary detention services for youth accused of juvenile delinquencies during the pendency of their Family Court case. Under general supervision, with wide latitude for independent action and decision, the CTH Intake Assessment Planner will travel to different detention facilities in the city to assess adjudicated youth who are placed as a result of their juvenile delinquency case.

Specific duties will include:

- Conduct assessment interviews and conferences with juvenile delinquent youth and their families in various detention facilities determine the appropriate placement/program and level of care the youth requires that is consistent with public safety and keeps the youth close to home.
- Coordinate conferences with schools, detention facilities and other programs that may have information about the youth's behavior and mental and emotional health to help determines the most appropriate level of service and program for the youth.
- Confer with the youth or family's previous providers, if necessary, in order to help inform the assessment.
- Develop written reports and/or assessments for judges and attorneys and give oral presentations or testify in court on regarding the case history, underlying issues, recommendations and appropriateness of the placement plan.
- Assist families in developing realistic expectations of the placement process by offering in-depth information regarding the continuum of placement options.
- Maintain complete and accurate records in Connections or other designated system of record.
- Ensure all safety and risk concerns are fully identified and addressed.
- Report regularly to the CTH Director of Intake and Assessment concerning the progress of each child/family on assigned caseload and make recommendations to the Director concerning planning.
- Complete administrative functions, including the timely documentation and data entry.
- Complete a written assessment of the families' strengths, needs, risks and placement referral.
- Work with the youth, the family, the service provider and other stakeholders to continually ensure that placement and any other services meet the needs of the youth and families.
- Collaborate and strengthen partnerships with a variety of community representatives and stakeholders.

PREFERRED SKILLS:

The preferred candidate should possess the following: Proficiency in the use of the Spanish language; prior demonstrated commitment to ACS' mission, values and core beliefs; knowledge of group conferencing processes; strong expertise in strengths-based, solution-focused, and family-centered practice; excellent group, facilitation and communication skills; working knowledge of guidelines, policies and regulations relating to child welfare, safety, permanency and well-being. The successful candidate should also possess excellent written and verbal communication skills; excellent organizational and interpersonal skills; knowledge of the use of the New York State CONNECTIONS Comprehensive Case Management System and Microsoft Office applications.

QUALIFICATION REQUIREMENTS:

A Master's Degree in Social Work from an accredited school of social work and one of the following: 1. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) and at least one year of full-time, satisfactory, post-graduate experience that includes substantial experience in one or more of the following modalities of practice: facilitation of family team conferences or family group decision making meetings utilizing a conferencing model which emphasizes family engagement and consensus based decision making; clinical group work with children, youth, parents or individual families; or the conduct of professional training on topics related to child and family services; or 2. A valid New York State Registration as a Licensed Master of Social Work (LMSW) and at least three years of the experience required in "1" above. Up to two years of this experience may have been in the supervision of social work practice areas described in "1" above; or 3. At least three years of the experience required in "1" above. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) or Licensed Master of Social Work license (LMSW) must be obtained within one year of appointment. Employees who fail to obtain their LCSW or LMSW within one year after appointment may have their probationary periods extended for no more than six months. Failure to obtain the LCSW or LMSW by the end of the probationary period will result in dismissal.

Note: At least one year of the required experience described in "1", "2" and "3" above must have been obtained in the last five years.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

NOTICE: Candidates for this position who are not currently working for Children's Services are required to undergo a comprehensive drug screening. Candidates that do not successfully pass the drug screening will not receive a job assignment.

New York City residency required within 90 days of appointment. Residency in Nassau, Suffolk, Westchester, Putnam, Rockland and Orange counties is permitted in this title for incumbents with two (2) or more years of continuous City service.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:
ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS Intranet and select the 'Jobs' icon.
ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.
Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.
Submission of application is not a guarantee that you will receive an interview.

POST DATE: 04/13/12	POST UNTIL: 04/27/12	JVN: 067-12-10760C-C2H
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Note: All resumes must be received no later than the last day of the posting period.

Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

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CITYWIDE JOB VACANCY NOTICE

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CIVIL SERVICE TITLE: Administrative Director of Social Services
TITLE CODE NO: 10056
FUNCTIONAL TITLE: Deputy Commissioner for the Division of Youth And Family Development
DIVISION/WORK UNIT: Commissioner's Office/Division of Youth and Family Development
WORK LOCATION: 150 William Street, Manhattan

LEVEL: M7
SALARY RANGE: \$89,988 - \$203,566
NON-CITY MINIMUM: \$89,988
CITY MINIMUM*: \$97,043
NUMBER OF POSITIONS: 1

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

The New York City Administration for Children's Services (ACS) is seeking an exceptional candidate for the position of Deputy Commissioner for the Division of Youth and Family Development, to be part of the agency dedicated to strengthening NYC's youth, families and communities, ensuring the safety of NYC's 1.9 million children, and protecting its communities. The Deputy Commissioner will report directly to the Commissioner of Children's Services and be a member of ACS' Executive Team. The Division of Youth and Family Development is being created as ACS takes responsibility for the young people (adjudicated juvenile delinquents) that are placed by the NYC Family Court in non-secure and limited-secure placements. ACS already provides evidence-based, preventive services models to youth involved in the juvenile delinquency system and their families through the ACS Juvenile Justice Initiative (JJI) and to youth who may be confronting a charge of being a Person In Need of Supervision (PINS) and their families through the ACS Family Assessment Program (FAP).

With wide latitude to exercise independent action and decision-making, the Deputy Commissioner must possess strong managerial, analytical and leadership skills. The selected candidate will develop a range of programs, policies, and practices for non-secure and limited-secure residential care for juvenile delinquents; develop appropriate practice models for non-secure and limited-secure residential care for juvenile delinquents; manage the continuum of care for adjudicated juvenile delinquents, from alternative-to-placement models through limited-secure placement models; manage the Family Assessment Program (FAP); and, develop and manage the ACS case management system that oversees the young people placed in non-secure and limited-secure placements. Specific duties will include:

- Oversee the development and launch of the new division, work in close collaboration with the Commissioner's Office, Division of Policy, Planning and Measurement, Division of Youth and Family Justice and ACS' other divisions
- Manage the implementation of juvenile justice reforms, including their overlay with child welfare and foster care practice, insuring that residential and foster care agencies work collaboratively to benefit the youth and their families
- Collaborate with internal and external partners to implement policy initiatives to include: community-based services, family violence, mental illness, substance misuse, physical and sexual abuse, immigration and language issues as barriers to effective service delivery, disproportionate representation of minority and LGBTQ youth in the JD and PINS systems, ensuring that youth in the JD and PINS systems achieve educational success and employment opportunities
- Lead ACS' relationship with OCFS concerning the placement of youth in non-secure and limited secure facilities, to include work with OCFS as it oversees our management of local providers
- Collaborate with labor unions, community stakeholders, City Hall's Office of the Criminal Justice Coordinator, the Department of Education and contracted service providers to implement quality services that meet the needs of young people and their families while keeping our communities safe
- Ensure that program areas are sufficiently staffed, equipped, trained and capable of carrying out mandated responsibilities
- Use data to manage staff effectively and pro-actively
- Coordinate activities with other Divisions, especially the Divisions of Youth Detention Services, Policy, Planning and Measurement and Family Permanency Services (foster care) to ensure that youth and their families are served effectively and that programs are operating smoothly
- Partner with the Family Court to ensure that youth, our providers and our division of Youth and Family Justice are working collaboratively
- Guide the development and implementation of technology to document information and produce management reports

PREFERRED SKILLS:

The preferred candidate should possess a graduate degree as well as have a proven track record in managing a large scale organization related to child welfare and/or juvenile delinquency. Experience in managing a governmental or direct service organization with proven ability to build coalitions and partnerships both internal and external to the organizations. Direct experience with young people and their families involved in the juvenile delinquency and child welfare system is preferred, as is experience working in an interdisciplinary model of practice, i.e., lawyers, social workers, paralegals engaging in joint decision-making. Candidate should have experience working with a contracted system, with multiple providers. Candidate should have familiarity with diverse communities and direct community-based, borough-based, or client-based experience is preferred. ACS is interested in candidates who have recent experience working directly with young people and their families while also managing systems. Excellent written, communications and transactional skills are required. Candidate must be a strong team player with a track record of building on other leaders' strengths and challenges. Candidate should be an adept strategic planner, capable of both short-term and long-term systems assessment.

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.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.
New York City residency required within 90 days of appointment.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:
ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS Intranet and select the 'Jobs' icon.
ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.
Submission of application is not a guarantee that you will receive an interview.

POST DATE: 3 / 30 / 12	POST UNTIL: 4 / 13 / 12	JVN: 067-12-10752C
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Note: All resumes must be received no later than the last day of the posting period.

Michael R. Bloomberg Mayor
Ronald E. Richter Commissioner
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CITYWIDE JOB VACANCY NOTICE

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CIVIL SERVICE TITLE: Administrative Director of Social Services	LEVEL: M3
TITLE CODE NO: 10056	SALARY RANGE: \$60,740 - \$162,014 NON-CITY MINIMUM: \$60,740 CITY MINIMUM*: \$65,503
FUNCTIONAL TITLE: Director of Public Private Partnerships	NUMBER OF POSITIONS: 1
DIVISION/WORK UNIT: Commissioner's Office	
WORK LOCATION: 150 William Street, Manhattan	
* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.	

JOB DESCRIPTION:

The New York City Administration for Children's Services is seeking an exceptional candidate for the position of Director of Public-Private Partnerships to develop and strengthen new and existing partnerships and to strategically leverage federal and private dollars to serve New York City's youth, families, and communities. The candidate will oversee the Office of Public-Private Partnerships, which will identify and execute private funding recommendations designed to advance the agency's priorities related to improving and reforming child welfare, child care and Head Start, and juvenile justice services. The candidate will oversee a team which will include the Director of Development and Special Projects. The candidate will report to the Chief of Staff and will work closely with the Commissioner of Children's Services.

Specific duties will include:

- Steward relationships with potential funders and serve as Children's Services primary liaison with the philanthropic community.
- Guide the development and implementation of a comprehensive two-year development plan that aligns with and supports the agency's overall strategic plan.
- Identify, develop, and strengthen partnerships with key leaders in business, government, nonprofit and philanthropic sectors.
- Develop systems to ensure a transparent, coordinated, and collaborative approach to the cultivation, solicitation, and stewardship of partnerships.
- Strategize with senior leadership to identify areas where private funding could advance the work of the agency; leverage the expertise and relationships of the senior leadership to build stronger ties with philanthropic and government funders.
- Collaborate with the Office of Communications and Intergovernmental Affairs on funding opportunities from government sources, as well as to ensure consistent messaging on agency priorities.
- Work closely with New Yorkers for Children (NYFC), Children's Services' non-profit partner, to ensure the coordination of development activities and to collaborate on innovative programming to support youth in the child welfare system.
- Clearly articulate ACS' mission and priorities to a broad range of people, both individuals and large groups.
- Work collaboratively with ACS senior leadership to plan and implement proposal production schedules, ensure that all submission deadlines are met, and all opportunities are pursued.
- Oversee the development and writing of grant proposals, reports and correspondence, with input and assistance from program areas.
- Oversee and manage grant reporting requirements, processing of consultant agreements and payment requests, tracking of performance and spending targets.

PREFERRED SKILLS:

The ideal candidate will possess a graduate degree, at least seven to ten years of development or related experience, and a demonstrated knowledge of New York City's philanthropic and corporate foundation community. Experience and passion for improving public and nonprofit services for children, youth, families and communities is preferred. The candidate must be a proactive self-starter who is strategic and goal-oriented. Excellent written, communication and interpersonal skills are required. Candidate must have proven ability to work effectively with and gain the respect and support of various constituencies, including philanthropic and corporate leaders, government leaders, advocates and community members. Initiative, attention to detail, timeliness, discretion, mature judgment, integrity, and an entrepreneurial spirit are all requisite qualities. Must be flexible, diplomatic, and a team-player, with the ability to work and produce in a fast-paced environment.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, (civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.
New York City residency required within 90 days of appointment.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:
ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS Intranet and select the 'Jobs' icon.
ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.
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POST DATE: 4 / 12 / 12	POST UNTIL: 4 / 26 / 12	JVN: 067-12-10755C
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Michael R. Bloomberg
Mayor
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Ronald E. Richter
Commissioner



CITYWIDE JOB VACANCY NOTICE

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CIVIL SERVICE TITLE: Staff Analyst

LEVEL: 1

TITLE CODE NO: 12626

SALARY RANGE: \$45,358-\$54,248
NON-CITY MINIMUM: N/A
CITY MINIMUM*: \$52,162

FUNCTIONAL TITLE: Resume, JVN, Classifications Coordinator

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Office of Personnel Services/Administration
Resume, JVN, Classifications Unit

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate

JOB DESCRIPTION:

Reporting directly to the Manager of Classifications and Performance, Evaluation, Training and Staff Development Unit, the Job Vacancy Notice (JVN) and Classification Coordinator's specific duties include, but are not limited to:

- Reviewing position descriptions submitted by Close to Home (C2H) program management and allocating positions to appropriate civil service titles.
- Determining the necessity to post for provisional positions or recommending submission of Personnel Action Requests (PAR) in order to call the appropriate civil service lists.
- Writing, editing, and revising all JVNs received, especially in connection with the C2H program.
- Coordinating with external advertisement vendors to post classified advertisement in print and/or on-line media for C2H program.
- Reviewing and classifying resumes received in response to JVNs for all C2H positions.
- Working to obtain from program management appropriate disposition to satisfy EEO requirements for posting and interviewing of candidates.
- Performs related Classification duties and responsibilities.

PREFERRED SKILLS:

The preferred candidate should possess the following: good analytic and data mining skills, as well as exceptional verbal, written and telephone, customer service and communication experience; ability to work well with management and staff; proficiency in the use of Microsoft Access, Excel, CHRMS, NYCAPS, PMS; and strong knowledgeable of the New York City Personnel policies and procedures.

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; or
2. A baccalaureate degree from an accredited college 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; in management or methods analysis, operations research, organizational research or program evaluation; 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, or fiscal management; or in a related area.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

New York City residency required within 90 days of appointment.

NOTE: Only candidates who are permanent in the title of Staff Analyst should apply.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS Intranet and select the 'Jobs' icon.

ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.

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

POST DATE: 4 / 17 / 12	POST UNTIL: 5 / 1 / 12	JVN: 067-12-10761C-C2H
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Note: All resumes must be received no later than the last day of the posting period.

Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

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CITYWIDE JOB VACANCY NOTICE

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CIVIL SERVICE TITLE: Administrative Director of Social Services

LEVEL: M3

TITLE CODE NO: 10056

SALARY RANGE: \$60,740 - \$162,014
NON-CITY MINIMUM: \$60,740
CITY MINIMUM*: \$65,503

FUNCTIONAL TITLE: Executive Director of Non-Secure Placement

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Youth and Family Development

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

The Administration for Children's Services ("ACS") is responsible for the protection of New York City's children and the support of the City's families. ACS provides Head Start and Day Care Services; investigates reports of abuse and neglect; and provides foster care and adoption services to families; facilitates children's and families' access to appropriate preventive services; and provides detention services and community-based placement services for youth in the juvenile justice system.

Job Description:

The Division of Youth and Family Development ("DYFD") is responsible for oversight and management of alternatives to placement and of post adjudicated youth placed pursuant to court order in a juvenile delinquency case in Family Court and permanency planning. Under general direction from the Deputy Commissioner of DYFD, with wide latitude for the exercise of independent judgment, the Executive Director of Non-Secure Placement ("NSP") will be responsible for the oversight and management of citywide NSP.

The Executive Director of NSP will:

- Draft, administer, interpret and apply Agency and Division policies and procedures;
- Supervise, manage and provide oversight of all aspects of NSP;
- Make budgetary studies and estimate the annual budget for personnel, equipment, supplies, and general operation;
- Maintain cooperative relationships with community groups, public and private agencies, and contracted providers;
- Review and prepare administrative reports and conduct studies on the evaluation of programs for the population;
- Direct the assignment of duties and responsibilities to staff;
- Work with provider agencies to ensure services are delivered appropriately and assist to develop corrective action plans for provider agencies whose performance is less than satisfactory;
- Oversee the collection of data and outcome analyses performed by provider agencies and reports on performance and outcome data;
- Ensures that aftercare programs expedite safe permanency planning of youth, for which ACS has responsibility, including: youth in detention and foster care youth in detention;
- Undertake other duties as assigned by the Deputy Commissioner of DYFD.

PREFERRED SKILLS:

The preferred candidate should posses a Juris Doctorate (JD) or Master's Degree in Social Work (MSW) or other relevant graduate degree. The preferred candidate should possess the following: demonstrated superior judgment and management abilities; ability to work with and understand adolescents and their families; experience with the juvenile justice system and related systems; an understanding of the functions and operations of juvenile detention; an understanding of the Family Court Act, specifically the child welfare laws, juvenile delinquency laws and foster-care regulations; experience and ability managing professional and civil service staff; ability to problem-solve and make decisions in a timely manner; ability to work under pressure and with tight deadlines; strong analytic ability; strong organizational, written, and oral communication skills; ability to lead and work as part of a team, as well as independently, to achieve necessary results; an ability to problem solve; and ability to prioritize tasks and undertake several critical projects at one time.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

NOTICE: Candidates for this position who are not currently working for the Administration for Children's Services are required to undergo a comprehensive drug screening. Candidates that do not successfully pass the drug screening will not receive a job assignment.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:
ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS **Intranet** and select the 'Jobs' icon.
ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.
Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.
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POST DATE: 4/ 17 /12	POST UNTIL: 5 / 1 / 12	JVN: 067-1210762C-C2H
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Note: All resumes must be received no later than the last day of the posting period.

Michael R. Bloomberg
Mayor
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Ronald E. Richter
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CITYWIDE JOB VACANCY NOTICE

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CIVIL SERVICE TITLE: Computer Aide
LEVEL: I
TITLE CODE NO: 13620
SALARY RANGE: \$34,563 - \$44,739
NON-CITY MINIMUM: \$34,563
FUNCTIONAL TITLE: Desktop Support Technician
CITY MINIMUM*: \$39,747
DIVISION/WORK UNIT: Administration / Management Information Systems (MIS)
WORK LOCATION: Various
NUMBER OF POSITIONS: 1

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:
Under supervision, with latitude for independent action and the exercise of independent judgment, the Desktop Support Technician is responsible to provide technical support to all ACS users for software, hardware, and network problems. The candidate specific duties will include:

- Identify, diagnose, and resolve Level One IT problems related to personal computer hardware and software applications at assigned site(s)
- Deliver, setup, and configure end-user desktop & laptop computer hardware, software, Printers, BlackBerries, Cell Phones, and peripherals
- Assist in maintaining an inventory of IT hardware and software assets
- Conduct end user technical training as needed
- Assist other members of the Technical Operations team with hardware/software/network technical assistance as needed
- Coordinate timely repair of PC computer equipment covered by the third-party vendor maintenance agreements
- Handle the moves which requires uninstall/install, lift and pack/unpack Desktop Computer equipment with peripherals
- Answer calls and respond to emails related to IT support
- Use remote access software to troubleshoot technical problems
- Use Service Desk software to manage assigned workload and update the problem tickets with detailed resolution
- Setup projectors and video conferencing equipment

PREFERRED SKILLS:
The preferred candidate should possess working knowledge to install, configure & troubleshoot: Microsoft Windows XP/Windows 7, Office 2003/2007, Outlook/Exchange, Project, Visio, IE, Printers, and desktop/laptop hardware components. Experience configuring and troubleshooting PDA's and/or Smart phones. Knowledge of remote desktop access software preferably Bomgar to troubleshoot issues remotely; working knowledge of Local and Wide Area networking experience and knowledge of Microsoft Windows Server; knowledge of approaches, tools and techniques for recognizing and resolving technical (hardware, software, application) problems ; Certified in either A+, MCP or MCSE; verbal and written communication skills, problem solving skills, customer service and interpersonal skills; Ability to multitask and perform in a high-paced/high-pressure environment; ability to work independently or within a group to resolve an issue; ability to communicate with different levels of the organization; strong team player with service-oriented attitude and customer focus; ability to provide effective and efficient real-time support for a variety of desktop computer, and users proven experience with solving computer related issues via the phone or remote desktop.

QUALIFICATION REQUIREMENTS:

- A four-year high school diploma or its educational equivalent, plus (a) six months of satisfactory full-time mainframe and/or mini computer operations experience acquired in the past year, or (b) graduation from an approved technical school (approximately 675 hours) with a specialization in mainframe or mini computer operations; or
- An associate degree or 60 semester credits from an accredited college including or supplemented by 12 semester credits in mainframe and/or mini computer operations; or
- Education and/or experience equivalent to "1" or "2" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits, from an accredited college, including or supplemented by 6 semester credits in mainframe and/or mini computer operations, for 3 months of experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

ADDITIONAL REQUIREMENTS:
Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:
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ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.
Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.
Submission of application is not a guarantee that you will receive an interview.

POST DATE: 4 / 18 / 12	POST UNTIL: 5 / 2 / 12	JVN: 067-12-10763C-C2H
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Note: All resumes must be received no later than the last day of the posting period.
Michael R. Bloomberg Mayor
Ronald E. Richter Commissioner

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CITYWIDE JOB VACANCY NOTICE

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CIVIL SERVICE TITLE: Computer Specialist (Software)	LEVEL: 1
TITLE CODE NO: 13632	SALARY RANGE: \$69,097 - \$86,117
FUNCTIONAL TITLE: Web Application Developer	NON-CITY MINIMUM: \$69,097
DIVISION/WORK UNIT: Administration / Management Information Systems (MIS)	CITY MINIMUM*: \$79,462
WORK LOCATION: 150 William Street, Manhattan	NUMBER OF POSITIONS: 2

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

Reporting to the Computer Systems Manager within MIS, with considerable latitude for independent initiative and judgment, the Web Application Developer, working primarily in Java will work with the team to develop application systems, and will have the opportunity to contribute to the evolution of the system's architecture and technology, as well as the continual improvement of development processes.

PREFERRED SKILLS:

- 5 + years of experience designing and building applications with object-oriented software development methodologies and practices using Java and related technologies.
- Core Java (1.5+); multi-threading concurrency, annotations, collections, etc.
- Hands-on experience developing in Open Source Java (MyFace/Rich Faces, spring Hibernate, Struts), web services.
- Strong knowledge of HTML, XML, JavaScript, AJAX, EJB, IBM MQ Series, Java Server Pages/Faces, JDeveloper, CSS.
- Strong programming experience in Oracle SQL, PL/SQL, Oracle report builder, BI Publisher.
- DB2 and/or Cold Fusion knowledge and experience a plus.
- Creation of complex oracle Procedures/functions.
- Application servers, namely OAS and Web logic.
- XML technologies including DTD/XSD, XPATH, and Object XML mapping.
- Unit testing (JUnit/Mock), Continuous integration.
- Knowledge of and experience with working on common design patterns and industry standards.
- Experience with version control systems, preferably PVCS.
- Strong communication, analysis, and problem solving skills.
- Experience creating working prototypes and using Agile systems development methodologies.
- Experience in creation of design documents.
- Quick to learn, self-motivated, and enthusiastic; work well within a team environment and with minimal supervision.
- Comfortable working with clearly defined project plans and contributing estimates to the planning process.
- Able to meet and deliver on deadlines and work well under pressure.
- Follow guidelines and standards as set forth by ACS and MIS.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; or
3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that 60 semester credits from an accredited college is equated to one year of experience. A master's degree in computer science or a related computer field may be substituted for one year of the required experience in "1" or "2" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience in a project leader capacity or as a major contributor on a complex project.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

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POST DATE: 4 / 18 / 12	POST UNTIL: 5 / 2 / 12	JVN: 067-12-10764C-C2H
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Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

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CIVIL SERVICE TITLE: Computer Programmer Analyst
TITLE CODE NO: 13651
FUNCTIONAL TITLE: Tester
DIVISION/WORK UNIT: Administration / Management Information Systems (MIS)
WORK LOCATION: 150 William Street, Manhattan
LEVEL: 2
SALARY RANGE: \$50,393 - \$70,607
NON-CITY MINIMUM: \$50,393
CITY MINIMUM*: \$57,952
NUMBER OF POSITIONS: 1

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

Under general supervision, with wide latitude for the exercise of independent initiative and judgment, the MIS Tester will be responsible for planning, defining, documenting, automating, and executing testing on ACS' developed applications.

Specific tasks for this position include, but are not limited to, the following:

- Develop test plans, test cases, test scripts and test reports on multiple projects of varying size.
- Execute test cases within identified time frames, within test environments and test data with high degree of accuracy.
- Perform testing and validation on reporting.
- Review functional specification requirements documents to ensure that requirements are testable.
- Document and report system defects to the project team.
- Identify and communicate business risks relative to testing and implementation for evaluation by project teams.
- Ensure that defects uncovered in the test are recorded, summarized and utilized in post project reviews in an effort to improve the development and test processes.
- Provide formal status to Test Manager/Client Relations Manager (CRM) and ensures that work is carried out in accordance with the schedule and testing requirements.
- Provide estimates and feedback to the Testing Manager/CRM for project scheduling purposes.
- Participate in status meetings, staff meeting to share the results of research on testing techniques, process and procedures.
- Follow guidelines and standards as set forth by ACS and MIS.

PREFERRED SKILLS:

5+ years proven experience of testing complex web-based user interfaces; 5+ years experience preparing, documenting, and executing test criteria, test cases, test scripts, and test plans for IT system projects. Thorough knowledge of structured test methods and processes; previous experience with automated testing tools, such as Quality Center, QTP, Rational Test Suite, Selenium. Experience testing Windows Software Applications/Database applications produced using VB, SQL Server, JAVA, Oracle, or TOAD; strong oral and written communication skills along with the ability to meet deadlines in a dynamic environment.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college, including or supplemented by twenty- four (24) semester credits in computer science or a related computer field; or
2. A four-year high school diploma or its educational equivalent and three (3) years of satisfactory full-time computer programming experience; or
3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two (2) years of the required experience in "2" above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. In addition, twenty-four (24) credits from an accredited college or graduate school in computer science or a related computer field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school), may be substituted for one year of experience. However, all candidates must have at least a four- year high school diploma or its educational equivalent.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

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CIVIL SERVICE TITLE: Computer Specialist (Software)	LEVEL: 1
TITLE CODE NO: 13632	SALARY RANGE: \$69,097 - \$86,117
FUNCTIONAL TITLE: Database Developer	NON-CITY MINIMUM: \$69,097
DIVISION/WORK UNIT: Administration / Management Information Systems (MIS)	CITY MINIMUM*: \$79,462
WORK LOCATION: 150 William Street, Manhattan	NUMBER OF POSITIONS: 1

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

Reporting to the Computer Systems Manager within MIS, with latitude for independent initiative and judgment, the successful candidate with function as a Database Developer (Oracle). The candidate will work with the team to support developer(s) with all backend development needs such as database design, developing complex packages, etc. The Developer will also have the opportunity to contribute to the evolution of the system's architecture and technology, as well as the continual improvement of development processes.

PREFERRED SKILLS:

- 5+ years of experience designing Oracle database tables; develop complex packages, functions, and procedures.
- Responsible for Oracle JOB scheduling, Tuning and perform additional tasks which are related to performance.
- Strong programming experience in Oracle SQL, PL/SQL and Oracle report builder and BI Publisher.
- Creation of complex oracle Procedures/functions.
- Strong experience in UNIX CRONTAB.
- Strong experience in Shell scripting.
- Complete knowledge of Oracle database architecture and database design standards.
- Experience with version control systems, preferably PVCS.
- Experience using Agile systems development methodologies.
- Knowledge of data exchange using MQ server.
- DB2 experience.
- Strong communication, analysis, and problem solving skills.
- Experience in creation of design documents.
- Quick to learn, self-motivated, and enthusiastic; work well within a team environment and with minimal supervision.
- Comfortable working with clearly defined project plans and contributing estimates to the planning process.
- Able to meet and deliver on deadlines and work well under pressure.
- Follow guidelines and standards as set forth by ACS and MIS.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; or
3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that 60 semester credits from an accredited college is equated to one year of experience. A master's degree in computer science or a related computer field may be substituted for one year of the required experience in "1" or "2" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience in a project leader capacity or as a major contributor on a complex project.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

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CIVIL SERVICE TITLE: Agency Attorney	LEVEL: 2
TITLE CODE NO: 30087	SALARY RANGE: \$60,074 - \$90,027
FUNCTIONAL TITLE: Agency Attorney 2	NON-CITY MINIMUM: \$60,074
	CITY MINIMUM*: \$69,085
DIVISION/WORK UNIT: Commissioner's Office/Education Unit	NUMBER OF POSITIONS: 1
WORK LOCATION: 150 William Street, Manhattan	

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

The Education Unit is responsible for providing all ACS and provider agency staff with consultations and trainings on education-related issues that affect children involved with the child welfare system, including youth in foster care, youth receiving preventive services and/or youth within the juvenile justice system. The Agency Attorney will be responsible for the coordination of the Close to Home initiative where juvenile delinquents are adjudicated to non-secure or limited-secure placements will stay in community-based placements within New York City and receive their education through the New York City Department of Education. These placements will facilitate better service planning and future outcomes for the youth and reduce their rate of recidivism by providing all services, including education, in the vicinity of their homes and in conjunction with their families. The Agency Attorney will also be responsible for providing assistance to the Division of Youth and Family Justice to improve educational outcomes for youth in secure detention.

Under the supervision of the Director of the Education Unit, specific duties include:

- Collaborate with the Division of Youth and Family Development and the New York City Department of Education to monitor and ensure that educational opportunities for youth within community-based limited-secure and non-secure placements are appropriate and consistent with the legislation
- Monitor juvenile delinquent education outcomes and provide advocacy for appropriate educational services for youth upon their reintegration into the community, including the establishment of additional alternative programs if necessary.
- Coordinate with the New York City Department of Education and other relevant stakeholders in the development of innovative alternative educational models designed to meet the needs of youth transitioning out of detention and placement
- Collect and review data relating to youth educational progress before and after discharge from placement to examine educational trends
- Contribute in the development of best practice guidelines for provider agency case management staff to assist them in meaningful collaboration with the Department of Education, Department of Probation, agency caseworkers, ACS staff, families and the youth relating to available education programs
- Organize and provide professional development for provider case management staff working with youth for transition planning to increase capacity surrounding available education opportunities for youth upon discharge
- Assist aftercare service providers when educational issues arise after youth are discharged from placement

PREFERRED SKILLS:

The preferred candidate should posses the following: A law degree and experience with or personal knowledge of child welfare and juvenile justice policies and procedures; familiarity with the multiple divisions of ACS; familiarity with the New York City Department of Education and its programs, polices and procedures; experience in training staff on applicable law; strong analytical skills, including the ability to perform statistical analysis of data relating to compliance with promulgated policies and procedures; strong organizational and communication skills; ability to maintain a high degree of confidentiality; excellent interpersonal skills; excellent written and oral communication skills; ability to deal tactfully and effectively with diverse constituencies at all levels of an organization.

QUALIFICATION REQUIREMENTS:

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Intern (30086).

Note: In addition to meeting the minimum Qualification Requirements:
To be assigned to AL II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

PLEASE NOTE: New York City residency is 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 apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:
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Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

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CIVIL SERVICE TITLE: Administrative Director of Social Services

LEVEL: M1

TITLE CODE NO: 10056

SALARY RANGE: \$49,492 - \$136,198

FUNCTIONAL TITLE: Deputy Director of Juvenile Justice Quality Improvement

NON-CITY MINIMUM: \$49,492

CITY MINIMUM*: \$53,373

DIVISION/WORK UNIT: Policy, Planning and Measurement

NUMBER OF POSITIONS: 1

WORK LOCATION: 150 William Street, Manhattan

** Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.*

JOB DESCRIPTION:

The Juvenile Justice Planning and Measurement Unit is responsible for monitoring program performance and providing improvement guidance to Children's Services' contracted juvenile justice provider agencies in the interest of improved outcomes for children and families. This position requires someone with strong supervisory, analytic and organizational skills. As the leader of the Quality Improvement team, the Deputy Director of Juvenile Justice Quality Improvement will be responsible for overseeing the Quality Improvement Specialists and overseeing the monitoring of ongoing performance of provider agencies. Specific duties will include:

- Serve as key data manager for juvenile justice quality improvement measures.
- Develop analytic plans on specified topics.
- Perform analytic tasks, including data analysis and management, using both individual or case level data as well as aggregate data. This will include querying data, conducting analyses and develop reports using basic quantitative methods.
- Provide written and graphic summaries of key issues and analytic findings.
- Draft summary write-ups and more comprehensive reports to document the insights gathered from the analyses related to the research of juvenile justice programs.
- Support unit in the dissemination and utilization of outcome focused and other accountability data related to juvenile justice programs.
- Directly supervise staff carrying out performance evaluations. Guide them to develop and implement strategies to assess performance, utilize performance data to identify provider strengths and weaknesses, hold performance meetings, implement strategies to assess agency performance, and produce timely data performance reports.
- Participate in the development of review tools, interviews and other assessment tools.
- Utilize performance indicators and data concerning service delivery in juvenile justice programs to identify program-specific and systemic strengths and weaknesses.
- Lead meetings concerning quality assurance of juvenile justice programming with internal ACS staff, external advocates, and contracted providers.
- Draft, and oversee the drafting of, comprehensive written reports regarding quality assurance of juvenile justice programs.
- Actively seek and implement formal and informal staff development opportunities.
- Utilize personnel management tools such as performance evaluations, appraisal conferences, and disciplinary procedures when necessary.
- Perform other related duties as required.

PREFERRED SKILLS:

The preferred candidate should possess the following skills: experience with data analysis, ability to deal tactfully and effectively with diverse constituencies at all levels of an organization and a solid understanding of juvenile justice and child welfare issues; analytic experience with large administrative databases producing descriptive and other types of statistical analyses; proficiency with SPSS or other similar statistical software including Microsoft Office applications. Experience with Oracle Discoverer or SQL a plus. Critical to this position is a familiarity with quantitative methods, experience with both policy and operational aspects of the juvenile justice system.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

New York City residency required within 90 days of appointment.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

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ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.

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Mayor

Ronald E. Richter
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CIVIL SERVICE TITLE: Administrative Director of Social Services

LEVEL: M1

TITLE CODE NO: 10056

SALARY RANGE: \$49,492 - \$136,198

FUNCTIONAL TITLE: Director of Policy and Program Development

NON-CITY MINIMUM: \$49,492

CITY MINIMUM*: \$53,373

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Policy, Planning and Measurement

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

As part of the Division of Policy, Planning and Measurement, the Director of Policy and Program Development reports to the Assistant Commissioner for Program Innovation and Planning. The Director will be responsible for providing program planning and policy support to juvenile justice and child welfare and will oversee two major areas of work, including the following:

- Policy and Procedures: Oversee the daily work of the policies and procedures office, which produces and maintains the agency's formal policy and procedure documents to guide practice and system operations, working through cross divisional collaboration with programmatic and legal divisions.
- Program Development: Oversee and provide support for the Program Development Office, which develops new program models in juvenile justice and child welfare, including the development and implementation of all juvenile justice programs under the Close to Home initiative and several new evidence-based preventive and foster care models, collaborate with and support the needs of the agency's program divisions, and provides technical assistance and oversight for provider agencies implementing those services.
- Regularly represents the Division in meetings, compiles reports and manages workload and time management needs of staff to ensure timely completion of assignments; creates and improves upon existing infrastructure and systems to ensure high quality.

PREFERRED SKILLS:

The preferred candidate should possess the following: A Masters of Social Work degree or Master's degree in a related discipline, a record of proven managerial or supervisory accomplishment in a large child welfare or juvenile justice agency or a closely related human services field; excellent written and communication skills; ability to deal tactfully and effectively with diverse constituencies at all levels, as well as an extensive understanding of juvenile justice and child welfare issues; familiarity with the NY State "CONNECTION," case management system or other automated child welfare systems; familiarity with NYC's diverse communities; knowledge of Microsoft Word, Excel, PowerPoint and Access. Bilingual ability in Spanish or other languages a plus. Knowledge of child welfare, juvenile justice and evidence-based therapeutic models a plus.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.
New York City residency required within 90 days of appointment.

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Michael R. Bloomberg Mayor	Ronald E. Richter Commissioner	

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CITYWIDE JOB VACANCY NOTICE

The New York City Administration for Children's Services protects New York City's children from abuse and neglect. Along with our community partners, Children's Services provides neighborhood-based services to help ensure children grow up in safe, permanent homes with strong families.

CIVIL SERVICE TITLE: Staff Analyst

LEVEL: 1

TITLE CODE NO: 12626

SALARY RANGE: \$45,358-\$61,754

NON-CITY MINIMUM: N/A

CITY MINIMUM*: \$52,162

FUNCTIONAL TITLE: Policy Writer

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Policy, Planning and Measurement

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate

JOB DESCRIPTION:

As part of the Division of Policy, Planning and Measurement, under the supervision of the Deputy Director of the unit, the Procedures Writer will be responsible for developing policies and procedures for ACS and contracted agency staff. These policies and procedures will help support and advance the mission and priorities of the agency as well as enforce City, State and Federal legislation and regulations. The procedure writer duties and responsibilities will include the following:

- Develop procedures as a result of new initiatives.
- Analyze, researching and interpreting regulations relating to the delivery of juvenile justice and child welfare services.
- Writing, including the drafting and editing of new procedures, memoranda, and other written materials.
- Update existing procedures to ensure that staff of ACS and its provider agencies are in compliance with agency policy and applicable law and regulations.
- Support and participating in projects that relate to changes in policy and procedures as well as training sessions on newly developed procedures.
- Work collaboratively with the training unit to interpret policies and procedures in order to initiate training.

PREFERRED SKILLS:

The preferred candidate should possess the following: Strong background in human services, preferably juvenile justice or child welfare. Excellent writing, communication, interpretation and computer skills.

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; or

2. A baccalaureate degree from an accredited college 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; in management or methods analysis, operations research, organizational research or program evaluation; 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, or fiscal management; or in a related area.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

New York City residency required within 90 days of appointment.

NOTE: Only candidates who are permanent in the title of Staff Analyst should apply.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

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POST DATE: 4 / 18 / 12	POST UNTIL: 5 / 2 / 12	JVN: 067-12-10774C-C2H
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Michael R. Bloomberg
Mayor

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CIVIL SERVICE TITLE: Staff Analyst	LEVEL: 1
TITLE CODE NO: 12626	SALARY RANGE: \$45,358-\$61,754 NON-CITY MINIMUM: N/A CITY MINIMUM*: \$52,162
FUNCTIONAL TITLE: Program Development Project Manager	NUMBER OF POSITIONS: 1
DIVISION/WORK UNIT: Policy, Planning and Measurement	
WORK LOCATION: 150 William Street, Manhattan	

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate

JOB DESCRIPTION:
As part of the Division of Policy, Planning and Measurement, the Program Development Project Manager will be responsible for providing program planning and development support to agencies and new residential and foster care programming developed for juvenile justice and child welfare populations. Specific duties will include:

- Develop new program models in juvenile justice and child welfare.
- Provide technical assistance and oversight for provider agencies implementing those services.
- Conduct site visits and record reviews to monitor timely development and quality practice.

PREFERRED SKILLS:
The preferred candidate should possess the following: A Masters of Social Work degree or Master's degree in a related discipline, a record of proven managerial or supervisory accomplishment in a large child welfare or juvenile justice agency or a closely related human services field; knowledge of the child welfare and juvenile justice systems in New York; excellent written and communication skills; ability to deal tactfully and effectively with diverse constituencies at all levels, as well as an extensive understanding of juvenile justice and child welfare issues; familiarity with the NY State "CONNECTION," case management system or other automated child welfare systems; familiarity with NYC's diverse communities; knowledge of Microsoft Word, Excel, PowerPoint and Access. Bilingual ability in Spanish or other languages a plus.

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; or
2. A baccalaureate degree from an accredited college 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; in management or methods analysis, operations research, organizational research or program evaluation; 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, or fiscal management; or in a related area.

ADDITIONAL REQUIREMENTS:
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New York City residency required within 90 days of appointment.

NOTE: Only candidates who are permanent in the title of Staff Analyst should apply.
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ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.

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CIVIL SERVICE TITLE: Program Evaluator (ACS)

LEVEL: N/A

TITLE CODE NO: 52416

SALARY RANGE: \$56,021 - \$83,038
NON-CITY MINIMUM: N/A
CITY MINIMUM*: \$64,424

FUNCTIONAL TITLE: Quality Improvement Specialist (Juvenile Justice Programs)

NUMBER OF POSITIONS: 3

DIVISION/WORK UNIT: Policy, Planning and Measurement

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate

JOB DESCRIPTION:
The Juvenile Justice Planning and Measurement Unit is responsible for monitoring program performance and providing improvement guidance to Children's Services' contracted juvenile justice provider agencies in the interest of improved outcomes for children and families. As part of a team, the Quality Improvement Specialists will be responsible for monitoring the ongoing performance of provider agencies. Specific duties will include:

- Utilize performance indicators and data concerning service delivery in juvenile justice programs to identify program-specific and systemic strengths and weaknesses.
- Develop written performance reports, including performance composites or profiles.
- Conduct performance reviews of electronic and original case records.
- Gather qualitative data to assess the performance of provider agencies by reviewing records and conducting surveys and interviews concerning service quality.
- Compile and analyze performance data and feedback and consult with the Director of Juvenile Justice Planning and Measurement.
- Monitor provider agency improvement efforts and utilize a broad range of accountability tools.
- Conduct informative and educational meetings with provider agencies to discuss performance and findings.
- Conduct meetings with staff internal to ACS and contracted provider agencies regarding juvenile justice quality assurance.
- Perform other related duties as required.

PREFERRED SKILLS:
The preferred candidate should possess the following skills: ability to deal tactfully and effectively with diverse constituencies at all levels of an organization and a solid understanding of juvenile justice and child welfare issues. Excellent analytical, written and oral communication skills are required as is the ability to work both independently and as part of a team.

QUALIFICATION REQUIREMENTS:
1. A master's degree from an accredited college in social work, economics, finance, accounting, business, personnel or public administration, human resources management, management science, operations research, organizational behavior, statistics, labor relations, psychology, sociology, nursing, counseling, child welfare, political science, urban studies, education or a closely related field, and two years of satisfactory full-time professional experience performing quantitative/qualitative statistical analysis in the evaluation of social service programs and or operations, or utilizing statistical analysis in social service program-level planning. At least one year of this experience must have been in a supervisory, administrative, managerial or consultative capacity or related area; or
2. A baccalaureate degree from an accredited college in one of the fields listed in "1" above and three years of the full-time satisfactory professional experience described in "1" above, including at least one year of experience in a supervisory, administrative, managerial or consultative capacity or related area. Six semester credits from an accredited college in statistics and/or research methodologies may substitute for up to 6 months of the experience described in "1" above.

ADDITIONAL REQUIREMENTS:
Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

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ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.

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CIVIL SERVICE TITLE: Administrative Staff Analyst

LEVEL: NM

TITLE CODE NO: 1002A

SALARY RANGE: \$49,510 - \$88,649

NON-CITY MINIMUM: \$49,510

CITY MINIMUM*: \$56,937

FUNCTIONAL TITLE: Senior Analyst

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Policy, Planning and Measurement

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate

JOB DESCRIPTION:

Reporting to the Director in the Division of Policy, Planning and Measurement, the Senior Analyst will play a key role in facilitating a cross-divisional dialogue to enhance the quality of operations and improve the outcomes for children and families served by the agency. Specifically, the analyst will combine insights gleaned from quantitative and qualitative analysis to improve systems and practice across divisions. This will include development and tracking of quantitative and qualitative metrics for different practice areas and/or geographical zone on an ongoing basis, and development of recommendations to support policy formulation across different systems. The analyst will work closely with the agency staff in carrying out various duties including but not limited to:

- Conduct a critical assessment of operational areas to identify issues and recommend effective and efficient strategies to enhance practice and streamline the system.
- Draft summary write-ups and more comprehensive reports to document the insights gathered from the analyses. Develop reports for the senior management team and operational areas in support of all agency initiatives.
- Support the Unit in the dissemination and utilization of outcome-focused and other accountability data throughout the agency and the child welfare system.
- Coordinate quality improvement activities with government agencies, community partners and consultants.
- Provide technical assistance and developing data collection tools to develop and implement effective QA processes and practices.

PREFERRED SKILLS:

The preferred candidate should possess the following: Masters in social science, management science or related field, experience conducting case reviews and/or operational reviews/process evaluations, proficiency with Microsoft Office software, including Word, Outlook, Excel, and PowerPoint, ability to work on multiple projects effectively and efficiently, both independently and collaboratively with a team, excellent oral and written communication skills, strong organizational skills and attention to detail and a commitment to a collegial workplace.

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.

ADDITIONAL REQUIREMENTS:

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CIVIL SERVICE TITLE: Administrative Staff Analyst

LEVEL: NM

TITLE CODE NO: 1002A

SALARY RANGE: \$49,510 - \$88,649

NON-CITY MINIMUM: \$49,510

CITY MINIMUM*: \$56,937

FUNCTIONAL TITLE: Senior Analyst

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Policy, Planning and Measurement

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate

JOB DESCRIPTION:
Reporting directly to the Director of Management and Outcome reporting the Senior Analyst will work on projects that involve the application of sophisticated analytic techniques in order to develop ongoing monitoring and assessment tools for the Close to Home Initiative. Specifically, the Senior Analyst will build Children's Services capacity to combine data from child welfare and juvenile justice systems of record databases and other key data sources to track the progress of this critical initiative. This will include the development of reports for the senior executive team and operational areas, working with stakeholders on requirements, and creating analytic capacity. The candidate will be required to work in a team, but will also have the opportunity to work independently and demonstrate initiative to lead and design new projects. Individuals with technical or analytical experience working with complex relational databases and knowledge of NYS and NYC juvenile justice systems are encouraged to apply.

The Senior Analyst will work closely with the agency staff in carrying out various duties, including, but not limited to:

- Develop reports for the senior management team and operational areas in support of the Close to Home initiative
- Coordinate and perform data matches with external data sets from other City agencies
- Manage large datasets and apply advanced data analysis skills using statistical software such as SPSS and SAS
- Draft summary write-ups and comprehensive reports to document the insights gathered from the analyses
- Support the Unit in the dissemination and utilization of outcome-focused data throughout the agency and the juvenile justice system

Coordinate research activities with government, community partners and consultants

PREFERRED SKILLS:
The preferred candidate should possess the following: analytic and development experience with large administrative databases producing descriptive and other types of statistical analyses, proficiency with SPSS or other similar statistical software. Proficiency in Microsoft Office applications and experience with Oracle Discoverer or SQL. Ability to work on multiple projects effectively and efficiently, both independently and collaboratively with a team. A Master's degree in the social sciences or related field and background in child welfare policy and operations is strongly preferred.

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.

ADDITIONAL REQUIREMENTS:
Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

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CIVIL SERVICE TITLE: Administrative Director of Social Services

LEVEL: M1

TITLE CODE NO: 10056

SALARY RANGE: \$49,492 - \$136,198

FUNCTIONAL TITLE: Director of Intake and Assessment

NON-CITY MINIMUM: \$49,492

CITY MINIMUM*: \$53,373

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Division of Youth and Family Justice

WORK LOCATION: 150 William Street, Manhattan

** Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.*

JOB DESCRIPTION:
The Administration for Children's Services (ACS) is responsible for the protection of New York City's children and the support of the City's families. ACS provides Head Start and Day Care Services; investigates reports of abuse and neglect; and provides foster care and adoption services to families; facilitates children's and families' access to appropriate preventive services provides detention services and community-based placement services for youth in the juvenile justice system.

The Division of Youth and Family Justice ("DYFJ") provides temporary detention services for youth accused of juvenile delinquencies during the pendency of their Family Court case. Under administrative direction, the Close to Home ("CTH") Director of Intake and Assessment will work within DYFJ and is responsible for the direction, administration and coordination of the CTH Intake Assessment Planning Team. The CTH Intake Assessment Planning Units are comprised of mobile units responsible for intake assessment, management and identification of juvenile delinquent youths' needs for appropriate post-adjudicated placement with contracted providers.

- Specific duties include:
- Manage day-to-day operations of the Intake Unit, including direct supervision of the CTH Intake Assessment Planners.
 - Once a judge orders an Exploration of Placement for a juvenile delinquent youth, ensure that the case is assigned to a CTH Assessment Planner and that the meeting with the youth takes place immediately at an identified detention facility.
 - Ensure that appropriate assessments are completed on all youth who have placement recommendations.
 - Collaborate with detention staff, attorneys and court staff to ensure that information is being relayed in a timely manner and that assessments are done in a timely manner.
 - Collaborate with other stakeholders, including judges, attorneys and various parties in the juvenile justice system.
 - Maintain an ongoing case tracking and data collection system of all assessments and placement recommendations.
 - Testify in court as needed regarding the assessment recommendations and appropriateness of placements services for specific youth.
 - Work with the CTH Intake Assessment Planners to encourage families to be active participants in the intake and assessment process.
 - Provide ongoing data reports.
 - Conduct meetings and develop communication protocols with detention staff, court stakeholders and other juvenile justice stakeholders.
 - Coordinate comprehensive staff training programs and provide on-going professional development opportunities for staff.

PREFERRED SKILLS:
The preferred candidate should possess a Juris Doctorate (JD) or Master's Degree in Social Work (MSW) or other relevant graduate degree. Preference will be given to candidates with experience in and/or knowledge of the juvenile justice system.

- QUALIFICATION REQUIREMENTS:**
1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
 2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:
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CIVIL SERVICE TITLE: Agency Attorney

TITLE CODE NO: 30087

FUNCTIONAL TITLE: Attorney Level 1

DIVISION/WORK UNIT: Family Court Legal Services

WORK LOCATION: Citywide

LEVEL: 1

SALARY RANGE: \$53,181 - \$81,189

NON-CITY MINIMUM: \$53,181

CITY MINIMUM*: \$61,158

NUMBER OF POSITIONS: 4

** Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.*

JOB DESCRIPTION:

Family Court Legal Services (FCLS) is responsible for representing the Administration for Children's Services in matters related to Article 3 and Article 10 of the Family Court Act including child neglect and abuse cases, permanency hearings and other child welfare and juvenile justice proceedings in the New York City Family Courts. FCLS attorneys work collaboratively with caseworkers and other child welfare and juvenile justice stakeholders to further the agency's mission on behalf of children and families. Specific duties will include:

- Prepare files and documents and ensure that all required documents are available for court appearances
- Draft legal documents, including pleadings, motions and memoranda by following generally acceptable legal procedures, forms and techniques in order to meet agency needs, goals and objectives
- Represent the agency on motions before the Court at hearings on petitions and at other types of judicial proceedings and administrative hearings
- Interview clients, witnesses and others involved in litigation to determine admissibility of types of evidence.
- Consider legal strategy and prepare testimony
- Identify and analyze legal problems and issues and
- Conduct legal research and review laws and regulations in order to formulate legal opinions and briefs

PREFERRED SKILLS:

The preferred candidates should possess the following: Excellent written and oral communication skills; and a relevant knowledge and understanding of New York State child welfare laws.

QUALIFICATION REQUIREMENTS:

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

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CIVIL SERVICE TITLE: Community Coordinator	LEVEL: N/A
TITLE CODE NO: 56058	SALARY RANGE: \$45,615 - \$70,810
FUNCTIONAL TITLE: Close to Home Community Coordinator	NON-CITY MINIMUM: N/A
	CITY MINIMUM*: \$52,457
DIVISION/WORK UNIT: Family Court Legal Services	NUMBER OF POSITIONS: 2
WORK LOCATION: 330 Jay Street, Brooklyn 151-20 Jamaica Avenue, Queens	

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:
Family Court Legal Services (FCLS) is responsible for representing the Administration for Children's Services in matters related to Article 3 and Article 10 of the Family Court Act including child neglect and abuse cases, permanency hearings and other child welfare and juvenile justice proceedings in the New York City Family Courts.

The Close to Home Coordinator will be a liaison between FCLS and the delinquency parts in Queens and Kings County Family Court, as well as the Division of Youth and Family Justice (DYFJ) and other juvenile justice stakeholders.

Specific duties will include:

- Assist FCLS by monitoring and coordinating the multiple systems on which adolescents in care must depend in order to facilitate sufficient communication and planning by those systems and service providers involved in the juvenile justice system
- Monitoring and facilitating implementation of court orders, monitoring whether the child's aftercare and permanency plans are complete and implemented in a timely manner
- Maintain significant contact with community service providers, DYFJ, or ACS staff to assist with coordinated implementation of court orders
- Meet with various juvenile justice stakeholders and service providers to discuss and evaluate pertinent issues relating to cases
- Develop strategies and mechanisms for monitoring and expediting the permanency process in conjunction with DYFJ
- Prepare and present up-to-date reports to the Court and all parties on issues on all cases in the delinquency parts
- Work closely with service providers and in coordination with DYFJ case managers
- Assist with coordinating court appearances of service provider staff
- Monitor timeliness of receipt of Permanency Hearing reports and Extension of Placement petitions and file said documents with the Family Court.
- Assist with the preparation of legal documents such as Permanency Hearing reports and Extension of Placement petitions

PREFERRED SKILLS:
The preferred candidate should possess the following: ability to facilitate improvements in quality case practice and management; capable of representing NYC ACS in court and at various forums; ability to review reports and synthesize information for purposes of reporting to the court; strong communication skills (both oral and written); and strong analytical and leadership skills. The preferred candidate should have four years of professional experience in the areas of child welfare and/or juvenile justice, Family Court proceedings and have experience working with adolescents, including 18 months of managerial, administrative or supervisory experience

QUALIFICATION REQUIREMENTS:
1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

ADDITIONAL REQUIREMENTS:
Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.
New York City residency required within 90 days of appointment.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS **Intranet** and select the 'Jobs' icon.

ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.
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POST DATE: 4 / 18 / 12	POST UNTIL: 5 / 2 / 12	JVN: 067-12-10781C-C2H
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CITYWIDE JOB VACANCY NOTICE

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CIVIL SERVICE TITLE: Administrative Staff Analyst

LEVEL: NM

TITLE CODE NO: 1002A

SALARY RANGE: \$49,510 - \$88,649

NON-CITY MINIMUM: \$49,510

CITY MINIMUM*: \$56,937

FUNCTIONAL TITLE: Supervisor Close to Home Payments

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Financial Services

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

The Supervisor will oversee staff responsible for reviewing and processing payments related to Close to Home service providers; and work closely with budget and providers to ensure timely and accurate payments.

The supervisor will be responsible for day to day management of the Close to Home unit including:

- Monitor work activities and workflow of staff to ensure program needs are met;
- Prepare, reviewing and analyzing statistical data in order to meet program objectives;
- Conduct and participating in meetings and/or discussions related to policies and procedures, and goals of the program;
- Prepare policy and procedure manuals for each area following agency guidelines and compliance regulations;
- Train staff in performance of work;
- Maintain liaison with ACS program offices and other agencies as needed.

PREFERRED SKILLS:

The preferred candidate should possess excellent computer skills, particularly Excel; and knowledge of FMS is a plus.

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.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

New York City residency required within 90 days of appointment.

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Mayor

Ronald E. Richter
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CIVIL SERVICE TITLE: Administrative Staff Analyst

LEVEL: NM

TITLE CODE NO: 1002A

SALARY RANGE: \$49,510 - \$88,649
NON-CITY MINIMUM: \$49,510
CITY MINIMUM*: \$56,937

FUNCTIONAL TITLE: Close to Home Budget Analyst

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Financial Services

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

The Budget Analyst will have specific responsibility for monitoring the overall budgets for Close to Home programs, including calculating and reconciling budgeted rates for each client; working with ACS staff and Close to Home providers on budget related issues; and preparing reports for agency oversights as required. The Budget Analyst will perform the following functions with some latitude for independent judgment:

- Participate in cyclical OMB related technical exercises concerning budget development (including new needs, PEGs, and surplus/needs), budget modifications, and expenditure monitoring functions for the ACS budget.
- Create and maintain internal multi-year and OMB plan cycle budget constructs and track OMB budget allocations by program and funding category.
- Accurately maintain the Contract Agency Line-Item Budgets. This includes budget development, budget modifications, and expenditure monitoring functions for the line item budgets.
- Answer inquiries and resolve budget issues for Contract Agency providers and ACS program, fiscal and audit staff.
- Maintain availability of sufficient budget funds for payments to be processed within the city-wide Financial Management System (FMS). Forecast expenditures and perform substantive financial analysis as needed.
- Create and produce monthly and ad-hoc financial reports, and research and develop specific agency initiatives as directed.
- Perform special projects as assigned and provide assistance to other units within Budget, as needed.

PREFERRED SKILLS:

The preferred candidate should possess excellent analytic and quantitative skills, the ability to work with management, expertise in City budget systems, and be computer literate.

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.

ADDITIONAL REQUIREMENTS:

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CIVIL SERVICE TITLE: Administrative Staff Analyst

LEVEL: NM

TITLE CODE NO: 1002A

SALARY RANGE: \$49,510 - \$88,649
NON-CITY MINIMUM: \$49,510
CITY MINIMUM*: \$56,937

FUNCTIONAL TITLE: Close to Home Claims Analyst

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Financial Services

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

The Senior Claims Analyst will report directly to the Assistant Director or Deputy Director of Claims within the Claiming Unit. The Analyst will research and verify expenses for Close To Home programs and claim as appropriate; track incoming revenues; and ensure that ACS accounts are accurate. The Claims Analyst will perform the following functions as they relate to Close to Home:

- Research vouchers and cases utilizing various systems such as the Welfare Management System (WMS), Child Care Review System (CCRS), and the City Bill Analyzer (CBA) to determine claiming eligibility. Research and identify amounts to be claimed, then process and prepare spreadsheets with supporting documentation.
- Reconcile foster care agency payments to produce the quarterly claim and research vouchers and child specific information in the WMS/CCRS Systems to determine claiming eligibility.
- Prepare claiming schedules and ensure amounts submitted for claiming are accurate and reliable. Analyze claims to identify variances and determine the source of the variances. Present claims to the Director of Claiming and staff.
- Audit and track programs to ensure ACS compliance with Federal and State claiming regulations.
- Monitor and track identified indicators; track non-claimable expenditures.
- Prepare summary reports for management.
- Prepare complex claims analysis and provide information required for implementing specific agency initiatives

PREFERRED SKILLS:

The preferred candidate should possess excellent computer skills, particularly Excel; and knowledge of FMS is a plus.

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.

ADDITIONAL REQUIREMENTS:

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New York City residency required within 90 days of appointment.

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CIVIL SERVICE TITLE: Administrative Staff Analyst

LEVEL: M3

TITLE CODE NO: 10026

SALARY RANGE: \$60,740 - \$162,014

NON-CITY MINIMUM: \$60,740

CITY MINIMUM*: \$65,503

FUNCTIONAL TITLE: Director, Budget

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Financial Services

WORK LOCATION: 150 William Street, Manhattan

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

ACS Financial Services is responsible for administering and monitoring all activities involving the agency budget of \$2.8 billion. This includes Personnel Services, AOTPS, Capital, Child Welfare, and Child Care and Head Start services.

This position will oversee the Close to Home initiative budget and other ACS budget functions including associated headcount and will be responsible for budget management, development, and monitoring, working closely with providers, ACS program stakeholders, the City's Office of Management and Budget and OCFS. Specifically, the Close to Home Unit will complete financial reconciliations to ensure that a set allocation is available for providers to use to support their programs by performing ongoing adjustments to the daily rate using actual reported care days. The Director position will also be responsible for all City-wide budget technical exercises, working closely with ACS Executive Management, overseeing budget planning and operations and for responding to oversight inquiries relating to use of funds to support the Initiative and department functions.

The Director will oversee and manage all DFS exercises and reporting relating to Close to Home and Detention budget activities in addition to other ACS functions; work with Budget, Claiming, Payment and Audit managers to ensure integration of these activities in DFS; and prepare appropriate policies and procedures as required.

PREFERRED SKILLS:

The preferred candidate should possess excellent written and oral communication skills, and have knowledge of the City's budgetary process and other financial management areas. Knowledge of computerized systems for accounting and tracking.

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.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

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CIVIL SERVICE TITLE: Agency Attorney

TITLE CODE NO: 30087

FUNCTIONAL TITLE: Staff Attorney

DIVISION/WORK UNIT: Office of General Counsel/
Business Law Unit

WORK LOCATION: 150 William Street, Manhattan

LEVEL: I

SALARY RANGE: \$53,181 - \$81,189
NON-CITY MINIMUM: N/A
CITY MINIMUM*: \$61,158

NUMBER OF POSITIONS: 1

** Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.*

JOB DESCRIPTION:

Under direction, with wide latitude for independent judgment and action and decision, the Staff Attorney will perform difficult and complex legal work having significant policy consequences in the Administration for Children's Services' (ACS) Business Law Unit. Specific duties will include:

- Prepare, evaluate, review, and negotiate Close to Home related contracts, cooperative agreements, memoranda of understanding, intra-city agreements, corrective action plans, legal opinions, vendor protest responses, releases/consents, real property agreements including licenses and occupancy agreements, and requests for proposals and bids as well other documents facilitating the procurement process.
- Provide legal counsel to ACS program and administrative divisions on Close to Home related business and contract law matters.
- Provide legal counsel with regard to Close to Home related financial services issues, debt collection, and on payments and budget issues.
- Draft and interpret commercial leases/licenses and act to enforce lease provisions for City-leased sites and provide legal support and guidance for facility-related projects.
- Serve as liaison to the Law Department and DCAS in connection with all Close to Home contracts, commercial law, and facility-related issues and litigation matters.
- Analyze and identify complicated legal problems and issues by conducting legal research and reviewing applicable laws and regulations.
- Formulate legal briefs and memorandums.

PREFERRED SKILLS:

The preferred candidates should possess the following: excellent written and verbal communications skills and background in contract law, not-for profit corporation law, and intellectual property law.

QUALIFICATION REQUIREMENTS:

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Intern (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

New York City residency required within 90 days of appointment. Residency in Nassau, Suffolk, Westchester, Putnam, Rockland and Orange counties is permitted in this title for incumbents with two (2) or more years of continuous City service.

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CIVIL SERVICE TITLE: Agency Attorney

TITLE CODE NO: 30087

FUNCTIONAL TITLE: Staff Attorney

DIVISION/WORK UNIT: Office of General Counsel/
Legal Counsel Unit

WORK LOCATION: 150 William Street, Manhattan

LEVEL: I

SALARY RANGE: \$53,181 - \$81,189
NON-CITY MINIMUM: N/A
CITY MINIMUM*: \$61,158

NUMBER OF POSITIONS: 1

** Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.*

JOB DESCRIPTION:

Under direction, with wide latitude for independent judgment and action and decision, the Staff Attorney will perform difficult and complex legal work having significant policy consequences in the Administration for Children's Services' (ACS) Legal Counsel Unit. Specific duties will include:

- Conduct legal research; interpret laws and regulations governing the provision of child welfare in New York City.
- Provide legal advice and opinions to ACS Commissioner, General Counsel, Deputy General Counsel, and other ACS staff on both policy and program issues relating to youth involved in the juvenile justice system and the “Close to Home” initiative.
- Review pending legislation and regulations, reviewing draft policies and procedures relating to youth involved in the juvenile justice system and the “Close to Home” initiative.
- Respond to program inquiries relating to youth involved in the juvenile justice system and the “Close to Home” initiative.
- Acts as liaison with New York City Law Department and outside counsel in defending class action suits and numerous other significant litigation challenging ACS’ systemic practices relating to the “Close to Home” initiative.

PREFERRED SKILLS:

The preferred candidates should posses the following: Excellent written and oral communication skills; and a relevant knowledge and understanding of New York State child welfare laws.

QUALIFICATION REQUIREMENTS:

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Intern (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

New York City residency required within 90 days of appointment. Residency in Nassau, Suffolk, Westchester, Putnam, Rockland and Orange counties is permitted in this title for incumbents with two (2) or more years of continuous City service.

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CIVIL SERVICE TITLE: Procurement Analyst	LEVEL: 2
TITLE CODE NO: 12158	SALARY RANGE: \$42,979-\$56,000 NON-CITY MINIMUM: \$42,979 CITY MINIMUM*: \$49,426
FUNCTIONAL TITLE: Contracting Officer	NUMBER OF POSITIONS: 1
DIVISION/WORK UNIT: Administration/ Office of Procurement	
WORK LOCATION: 150 William Street, Manhattan	

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate

JOB DESCRIPTION:

Under the direction of the Deputy ACCO, the Contracting Officer will:

- Utilize the Citywide Automated Procurement Tracking system (APT) in the processing and approval of procurement actions and contract awards such as Pre Solicitation Reports, Requests For Awards, Request For Renewals, Request for Contract Amendment Modification etc.
- Use the NYC automated Vendor Information Exchange System, VENDEX to process vendor integrity checks on Vendors who wish to do business with ACS.
- Assist with the resolution of Vendor's Department of Finance tax warrants and liens resolution.
- Reviews and validates information such as Doing Business Data Forms, Charities status and vendor performance evaluations.
- Maintains and updates databases for the purpose of tracking statistics and preparing status reports.
- Utilize excel spreadsheets to prepare the major task of tracking information necessary for the process of contract amendments, renewals and new awards.
- Utilize Financial Management System to create advice of awards for contract registration.
- Deliver/pick up contract documents to/from agency oversights.
- Maintains/updates agency contract files.

PREFERRED SKILLS:

The preferred candidate should possess knowledge of FMS and VENDEX

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and 6 months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full-time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2" or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and six months of experience as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

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CIVIL SERVICE TITLE: Administrative Director of Social Services
TITLE CODE NO: 10056
FUNCTIONAL TITLE: Deputy Director of Evidence-Based and Preventive Programs
DIVISION/WORK UNIT: Policy, Planning and Measurement
WORK LOCATION: 150 William Street, Manhattan

LEVEL: M-1
SALARY RANGE: \$49,492 - \$136,198
NON-CITY MINIMUM: \$49,432
CITY MINIMUM*: \$53,373
NUMBER OF POSITIONS: 1

* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

JOB DESCRIPTION:

As part of the Division of Policy, Planning and Measurement, the Deputy Director for Evidence Based and Preventive Programs reports to the Director of Policy and Planning will be responsible for providing program planning and development support for new evidence-based and preventive programs developed for juvenile justice and child welfare populations. Specific duties will include:

- Under general direction, is responsible for the design, administration and coordination of new preventive and evidence based programs being implemented; directs the staff in the application of administrative policies, procedures and regulations for uniformity of interpretation and practice; interprets operating programs, policies and procedures to community groups and cooperating agencies through correspondence, conferences, lectures, and reports, and acts to coordinate the work of these groups with the Department.
- Develops new program models in juvenile justice and child welfare, collaborate with and support the needs of the agency's program divisions, and provides technical assistance and oversight for provider agencies implementing those services.
- Oversees the implementation of new evidence-based programs in New York City, including working with developers of the models.
- Under general direction, with latitude for the exercise of independent judgment, is responsible for the direction and administration of comprehensive preventive services, utilizing evidence based models, where possible and ensuring that all new programs are developed to ensure program model fidelity, monitor outcomes and use data to improve performance.
- Regularly represents the Division in meetings, compiles reports and manages workload and time management needs of staff to ensure timely completion of assignments; creates and improves upon existing infrastructure and systems to ensure high quality.
- Supervises Program Development Project Managers monitoring and providing technical assistance to new programs.
- Oversees site visits and record reviews done by the program development office.
- Under general direction, is responsible for the direction, administration and coordination of activity within preventive provider agencies implementing new programs, in accordance with departmental policy.

PREFERRED SKILLS:

The preferred candidate should possess the following: A Masters of Social Work degree or Master's degree in a related discipline, a record of proven managerial or supervisory accomplishment in a large child welfare or juvenile justice agency or a closely related human services field; knowledge of the child welfare and juvenile justice systems in New York; excellent written and communication skills; ability to deal tactfully and effectively with diverse constituencies at all levels, as well as an extensive understanding of juvenile justice and child welfare issues; familiarity with the NY State "CONNECTION," case management system or other automated child welfare systems; familiarity with NYC's diverse communities; knowledge of Microsoft Word, Excel, PowerPoint and Access. Bilingual ability in Spanish or other languages a plus.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.
New York City residency required within 90 days of appointment.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:
ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS Intranet and select the 'Jobs' icon.
ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.
Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.
Submission of application is not a guarantee that you will receive an interview.

POST DATE: 4 / 24 / 12	POST UNTIL: 5 / 8 / 12	JVN: 067-12-10796-C2H
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*Job Vacancy Notice reissued and reposted Citywide. Previous applicants who applied for 10770C do not need to reapply.
Note: All resumes must be received no later than the last day of the posting period.

Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

The City of New York and the Administration for Children's Services are Equal Opportunity Employers Committed to Diversity