

DEPUTY COMMISSIONER (DOC)

This is a management class of positions.

Under executive direction of the Commissioner, with the widest possible latitude for the exercise of independent judgment and initiative, the Deputy Commissioner has primary responsibility for the operations of a major Division of the Department of Correction (DOC).

Examples of Typical Tasks

Participates in the formulation and implementation of agency and division policies to ensure the efficient operation of a correctional facility. Develops and implements long-term goals, ensuring overall alignment with agency's strategic plan and mission.

Directs the work of other senior-executive staff and serves as a member of the Executive team responsible for the day-to-day operations of the Division, including but not limited to establishment of long and short-term priorities, allocation of resources to ensure efficiency, negotiating with internal and external stakeholders to maintain and sustain organizational controls.

Coordinates the activities of the Division by serving as oversight and liaison with external Federal, State and Local partners.

Represents the agency on all matters relating to the operations of a correctional facility and ensuring all compliance with Federal and State standards.

Collaborates with internal and external stakeholders including First Deputy Commissioner, Chief of Staff to the Commissioner and all Division heads to discuss and secure agency new needs.

Represents the agency at City Council hearings, conferences and seminars related to Correctional operational policies and agency initiatives.

Responsible for monitoring and evaluation of confidential matters relating to the receipt, assessment and interpretation of agency audits and implements strategic plans for corrective action. Manages the oversight of all compliance-related issues and revises to reflect changes in standards and expectations.

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Qualification Requirements

1. A Master's Degree from an accredited college in Public Administration, Personnel Administration, Business Administration, Human Services, Criminal Justice, Political Science, Psychology or an equivalent/related field, plus five years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position; or
2. A baccalaureate degree from an accredited college with a major in Public Administration, Personnel Administration, Business Administration, Finance, Human Services, Criminal Justice, Political Science, Psychology or an equivalent/related field, plus seven years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position.
3. A four-year high school diploma or its educational equivalent and eleven years of satisfactory, full-time progressively responsible experience as described in "1" above.

Direct Lines of Promotion

None: This call of positons is classified in the Non-Competitive Class.