

DUTIES STATEMENT

EXEMPT CLASS

DEPARTMENT OF CORRECTION

FIRST DEPUTY COMMISSIONER - DOC

Under the executive direction of the Commissioner, with the widest latitude for the exercise of independent judgement and initiative, assumes full responsibility for the day-to-day management and operation of the New York City Department of Correction. Acts as Commissioner in the absence of the Commissioner. Maintains effective oversight with the department's senior executive staff; directs and administers, through subordinates, major components of the department including human capital, recruitment, training, management analysis and budget, capital planning, inmate custody management, inmate health management, as well as population planning and inmate programs. Regularly interacts with First Deputy Mayor and other Mayoral executives and interfaces with external partners such as Board of Corrections, Correction Union partners and Labor Relations. Performs related duties.