

ASSOCIATE COMMISSIONER (DOC)

Duties and Responsibilities

This is a managerial class of positions, incumbents perform related work.

Under administrative direction of the Commissioner, First Deputy Commissioner, or a Deputy Commissioner, with full latitude for the exercise of independent initiative and judgment, oversees the activities of a major division or bureau of the New York City Department of Correction (NYCDOC).

Participates in the formulation and implementation of the agency, division or bureau policies and recommends changes in policies and procedures as deemed necessary. Develops and implements division or bureau strategic plans, ensuring consistency with the agency's mission.

Directs the work of executive, managerial, professional, technical and support staff responsible for the operations of the division or bureau, including the establishment of short and long-term plans, setting goals, objectives and priorities, allocating resources, including personnel, for the most effective utilization, and establishing and maintaining organizational controls. Coordinates the activities of an organizational unit within a Bureau in the agency.

Represents the Commissioner, First Deputy Commissioner or Deputy Commissioner at meetings and conferences concerning policy, confidential and operational issues and agency activities. Performs liaison functions relating to the operations of the agency with Federal, State, local and City agencies.

Is responsible for the preparation of legally mandated reports regarding the area of responsibility, and their submission to government agencies.

ASSOCIATE COMMISSIONER (DOC) (continued)

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 four years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position; or
2. A bachelor's degree from an accredited college and six years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position; or
3. A four-year high school diploma or its educational equivalent and ten years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity.

Direct Lines of Promotion:

None. This class of positions is classified in the Non-Competitive Class.