

CHIEF OF STAFF TO THE COMMISSIOINER (DOC)

Under the executive direction of the Commissioner, with wide latitude for the exercise of independent judgment and initiative, serves as Chief of Staff to the Commissioner. Ensures that the decisions, direction and plans of the Commissioner are initiated and implemented by acting as the personal representative of the Commissioner to both internal and external partners (including uniformed commanding officers, members of the executive staff and staff assigned to the Office of the Commissioner). Performs related duties.

Duties and Responsibilities

This is a managerial class of position, in which the incumbent performs related work

Examples of Typical Tasks

Serves as the primary advisor to the Commissioner.

Acts as the primary liaison to City Hall on internal and external Correction policy matters.

Sets and controls the agenda for the agency to ensure the agency continually meets its goals and objectives in serving the inmate population.

Oversees the agency's Strategic Planning, including coordination with internal and external stakeholders to ensure compliance.

Directs the work of strategic partners in all Divisions, including partnering with Project Management Analysis and others engaged in Policy Planning and Development.

Advises the Commissioner on every critical development by working closely with the First Deputy Commissioner's Office and the Office of the Mayor.

Provides strategic direction for the oversight of the jail population and directs team to research industry standards and ensure compliance with Federal, State and Local Policy.

Works closely with all executive partners and advises on the shifting of resources when required to ensure sustainability in agency operations.

CHIEF OF STAFF TO THE COMMISSIONER (DOC) (continued)

Qualification Requirements

1. A bachelor's degree from an accredited college and four 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
2. An associate degree or 60 semester credits from an accredited college and six 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 as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and eight 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

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