

CONFIDENTIAL STRATEGY PLANNER (ACS)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Agency's Executive Team, to translate agency policies and create programs within child protection, permanency, preventive and support, child welfare and practice, child care/head start, Universal Pre K, EarlyLearn NYC, secure and non secure detention youth and family development, youth and family justice, court services and transportation/MCCU, Family Assessment Program (FAP), Person's In need of Supervision (PINS,) diversion, Close to Home, Operation SAFE, policy development and program planning, communications and intergovernmental and interagency affairs of information technology services or other agency areas to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in the Division of Policy, Planning and Development, and coordinates and executes projects for all of the programs within the agency.

Participates in professional child welfare and family and youth justice conferences, meetings, seminars, workshops with state, city officials and provider agency representatives, professional seminars, etc. on the planning and development of strategic projects. Drafts proposals and creates timelines using current and cutting edge project management technology for use by the agency head, and other agency officials.

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Examples of Typical Tasks (Continued)

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key child welfare and family and youth justice initiatives.

Uses current and cutting edge software and data bases to track projects and to perform complex quantitative/metrics and qualitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

Works on high level and confidential projects and assignments as required.

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

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