

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title:</b> Associate Staff Analyst	<b>Level:</b> N/A
<b>Title Code No:</b> 12627	<b>Salary:</b> \$63,817.00 - \$80,000.00 <b>Frequency:</b> ANNUALLY
<b>Office Title:</b> Director of Compliance	<b>Work location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Nutritional Services Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 242065	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Corrections (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC manages 12 inmate facilities, nine of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The DOC seeks to recruit a Director of Compliance to coordinate, monitor, and regulate all activities relative to Nutritional Services including all regulatory agencies compliances. Systems to accomplish the tasks and activities must be developed and enforced. On site surveying and reporting of all facilities are necessary and as well as assisting Administrators with plans of correction. Under general supervision and with wide latitude for independent judgment and action, the selected candidate will also be responsible for, but not limited to the following:

- Working with facility administration and staff in obtaining and exchanging information essential to the regulatory process and determining degrees of standard compliance.
- Promoting correction of observed deficiencies, and coordinating procedures to eliminate deficiencies.
- Ensuring that deficiencies and problems cited by regulatory agencies are corrected, or that appropriate plans of correction have been made to rectify identified problems.
- Maintaining tracking reports of deficiencies and submitting reports to regulatory agencies as required.
- Coordinating all deficiencies from sixteen (16) facilities, and providing plans of correction from the Nutritional Services Division in a timely manner to all regulatory agencies.
- Assessing staff training needs, coordinating training program with Executive Director, and assisting in training as required.
- Updating all facilities and Central Office staff on all regulatory codes that govern Department of Correction.
- Working closely with Public Health Administrator, Executive Director, Staff Training Coordinator, Department of Correction Compliance Division and facility Administrators in establishing compliance for food service in the facilities.
- Editing all facilities' reports, monthly and as needed.
- Preparing and updating the Department's Quality Assurance Manual.

**Minimum Qualification Requirements**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a Juris Doctor degree from an accredited law school, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

**Preferred Skills**

- Ability to communicate highly complex information clearly and succinctly, both orally and in writing;
- Ability to meet restrictive deadlines; extract data from various data collection systems and perform quantitative analysis of data;
- MS Office (Word, Excel, Outlook) and other data sources proficiency. Knowledge of compliance policies and procedures;

**Residency Requirements**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID# **242065**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **242065**

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

<b>Post Date:</b> 5/27/16	<b>Post Until:</b> 6/20/16
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**The City of New York and the Department of Correction are Equal Opportunity Employers**