

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

| | |
|--|---|
| Civil Service Title: Community Coordinator | Level: N/A |
| Title Code No: 56058 | Salary: \$28.00 - \$34.00 Frequency: HOURLY |
| Office Title: Performance Management Specialist (Part-Time) | Work location: 75-20 Astoria Boulevard, East Elmhurst, NY 11370 |
| Division/Work Unit: Organizational Learning and Development | Number of Positions: 1 |
| Job ID: 256476 | Hours/Shift: Day Shift |

Job Description

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States, providing for the care, custody, and control of individuals accused of crimes or convicted and sentenced to one-year or less of jail time. The "DOC" operates 12 inmate facilities, nine of which are located on Riker's 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's Organizational Learning and Development Division seeks to hire a (part-time) Performance Management Specialists to support the implementation of performance management initiatives. Typical tasks include but are not limited to:

- Developing, modifying and implementing performance management tools, policies, directives, training modules;
- Developing mechanisms for performance planning, departmental performance standards, measurements and review, performance analysis, and performance quality assurance;
- Supporting performance management functions within DOC operations, at all levels;
- Providing support to facilities to improve performance and efficiencies;
- Supporting annual performance evaluation processes and cyclical activities for all staff;
- Providing technical support to managers, supervisors, and subordinates
- Conducting reviews of processes, practices, and program enhancements;
- Contributing expertise to support organizational efforts to improve performance;
- Engaging in career and succession planning for various staff roles;
- Administering trainings on performance management techniques and tools;
- Facilitating groups for planning, developing and implementing change management processes;
- Required field work at assigned jails / facilities with DOC employees;
- Performing other related duties, as assigned.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- Professional experience working with performance management systems, evaluation tools and concepts;
- Strong presentation, oral and written communication skills;
- MS Office (Word, Excel, Outlook, PowerPoint) proficiency;
- A self-starter with flexibility to work both independently and as part of a team;

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 and search for Job ID# **256476**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **256476**

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

Only candidates under consideration will be contacted

Post Date: 08/23/2016

Post Until: 09/06/2016

The City of New York and the Department of Correction are Equal Opportunity Employers