

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

<b>Civil Service Title:</b> Director of Correctional Standards Review	<b>Level:</b> M-IV
<b>Title Code No:</b> 52620	<b>Salary:</b> \$160,000.00 - \$180,000.00 <b>Frequency:</b> Annual
<b>Business Title:</b> Senior Correctional Institution Administrator	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Office of the Commissioner	<b>Number of Positions:</b> 3
<b>Job ID:</b> 262657	<b>Hours/Shift:</b> Various
<b>Job Description</b>	
<p>The New York City Department of Correction is one of the largest municipal jail systems in the United States. The DOC provides for the care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The DOC operates 12 inmate jail facilities including nine that are on Rikers Island, the court commands in the five boroughs, and two prison hospital wards. The DOC handles approximately 81,000 admissions each year, manages an average daily population of over 11,500 inmates, and employs more than 11,000 uniform and non-uniform staff.</p> <p>The DOC seeks to employ Senior Correctional Institution Administrators who will partner with Chiefs, Bureau Chiefs, and designated Assistant Chiefs to monitor, train, and ensure that the proper enforcement of all aspects of DOC operations within their assigned and designated facilities. The incumbents will collaborate with Senior DOC Executive staff to ensure that facility leadership and staff, to include Wardens, Deputy Wardens, Assistant Deputy Wardens, and Captains, closely adhere to safe and secure operational practices within their assigned facilities. The successful candidates will also be responsible for monitoring, enforcing, and developing processes to measure and evaluate all aspects of jail operation in compliance with city, state and local regulations. Working closely with the Executive Team, incumbents will develop plans of action to address any and all areas of deficiencies while reporting directly to Senior Executive staff. This will include analyzing data, identifying trends, establishing appropriate timelines, and monitoring progress. Incumbents will be specifically asked to make recommendations and documented observations on whether tasks and duties outlined within agreed upon plans of action have been satisfactorily performed, reporting such findings and adherence to the Commissioner, Chief of Department, and Bureau Chief of Facility Operations. Incumbents will further be responsible for establishing operational/correctional practices topics for facilities to focus on, with related schedules and metrics to ensure that duties and expectations are properly met in a timely manner. The successful candidates will research, review and recommend correctional best practices; and perform other related duties as assigned.</p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>1. A baccalaureate degree from an accredited college, and four years of full-time experience in corrections, social work, psychology, law, public administration, law enforcement, or a related field providing direct services to an inmate or detention population within a correctional or related facility, at least one (1) year of which must have been in a responsible supervisory, administrative or consultative capacity; or</li> <li>2. A high school diploma or evidence of having passed a high school equivalency examination and six (6) years of full-time experience as described above; or</li> <li>3. Education and/or experience equivalent to "1" or "2" above. Service as an inmate in correctional or related facility may be substituted for a portion of the required experience up to a maximum of two years on a year for year basis. A graduate degree from an accredited college or university with a major in social work, psychology, law, criminal justice or public administration which includes a field placement performing duties as described above, may be substituted for up to one year of full-time experience as described in "1" above. However, all candidates must have at least two years of full-time experience as described in "1" above, at least one year of which must have been in a supervisory, administrative or consultative capacity.</li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• At least fifteen (15) years of professional supervisory experience as a Correctional Administrator, Correctional Superintendent, Warden, Deputy Warden, Regional Director, Director, Chief or other senior level supervisory experience in a correctional setting;</li> <li>• Experience overseeing and managing the operations of a large correctional facility, large county jail, detention center or correctional system;</li> <li>• Working knowledge of modern principles and practices in correctional administration; rehabilitation and inmate programs, inmate housing and classification, correctional facility security and emergency response operations;</li> <li>• Prior professional experience with planning, evaluating, organizing and implementing best correctional practices, policies and procedures;</li> <li>• Experience formulating policies, goals and objectives for correctional employees;</li> <li>• Experience evaluating the performance of institutional operations and the effectiveness of programs in relation to the inmate population, and maintaining high standards and work objectives;</li> <li>• Ability to understand and address the problems of custody (especially security), treatment and training of inmates;</li> <li>• Experience providing mentoring, coaching, guidance and leadership to correctional staff.</li> <li>• Ability to develop performance improvement plans and manage them in a changing environment</li> </ul>	
<b>Residency Requirement</b>	
<p>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.</p>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for <b>Job ID# 262657</b>  For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for <b>Job ID# 262657</b>  Submission of a resume is not a guarantee that you will receive an interview.</p>	
<b>Only candidates under consideration will be contacted.</b>	
<b>Posting Date:</b> 9/14/16	<b>Post Until:</b> Until Filled

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