

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: M-IV
Title Code No: 10026	Salary: \$120,000-\$160,000 Frequency: ANNUAL
Business Title: Assistant Commissioner for Education and Youth Advocacy Services	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	Number of Positions: 1
Job ID: 192103	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit an Assistant Commissioner for Education and Youth Advocacy Services. Under direction of the Deputy Commissioner for Youthful Offender Programming and with wide latitude to exercise independent judgment and decision making, the successful candidate will supervise youth focused services including but not limited to program coordination and educational services for a targeted population. The incumbent will provide oversight of the daily operations of mandated and non-mandated educational services, youth advocacy services, and family engagement efforts; supervise a team of supervisory and frontline staff responsible for providing counseling, educational, and family engagement services across five facilities; assist with development of strategies, policies, and procedures aimed to attain optimal program operations. The candidate will also be responsible for specific aspects of program operations, including the identification and coordination of developmentally appropriate services, establishing interdisciplinary approaches to managing a target population, i.e. weekly treatment team meetings with relevant stakeholders, family engagement activities, and other strategies as needed; assist with the quality assurance and monitoring of programs to ensure compliance with newly developed standards; formulate audit protocols, prepare for audits, perform audits, compile data, and develop reports to summarize findings; develop recommendations to maximize program participation for the targeted population; assist in the development of short and long term plans for youthful offender programming; serve as liaison with the NYC Department of Education, various agencies and service providers; prepare reports and presentation materials for briefings with external and internal stakeholders; and assist with special projects as needed.

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 closely related field, and two years 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, 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above or;
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

Experience working with criminal justice involved populations including but not limited to individuals in correctional settings;
 Proficient knowledge in best practices related to juvenile justice and at risk populations;
 Excellent writing, communication, inter-personal, analytical, research, problem solving and organizational skills;
 Experience with developing programs for individuals within correctional settings;
 Microsoft Office (Word, Excel, Outlook, PowerPoint) proficiency expected.

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#:192103.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 192103

Submission of a resume is not a guarantee that you will receive an interview.
 Only candidates under consideration will be contacted.

Post Date: 04/28/2015

Post Until: 05/28/2015