BOARD OF CORRECTION

CITYWIDE JOB VACANCY NOTICE

<table>
<thead>
<tr>
<th>Agency Title:</th>
<th>Standards Specialist (Monitor)</th>
<th>Work Location:</th>
<th>Rikers Island BOC Office and DOC Facilities (with periodic time at 1 Centre Street)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours/Shift:</td>
<td>Full-time</td>
<td>Number of Positions:</td>
<td>3</td>
</tr>
<tr>
<td>Title Code No:</td>
<td>52615</td>
<td>Level:</td>
<td>02</td>
</tr>
<tr>
<td>Proposed Salary Range:</td>
<td>$57,065 – 65,625</td>
<td>Civil Service Title:</td>
<td>Correctional Standards Review Specialist</td>
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</tbody>
</table>

About the New York City Board of Correction
The New York City Board of Correction (BOC) is a nine-person, non-judicial oversight board, which regulates, monitors, and inspects the correctional facilities of the City. Established in 1957, BOC is one of the earliest independent oversight boards of custodial and detention settings in the United States. The Mayor, City Council and presiding justices of the Appellate Division of the Supreme Court for the First and Second Judicial Departments (in joint nomination with the Mayor) appoint its members. The City Charter mandates the Board’s five functions:

- Establish and ensure compliance with minimum standards “for the care, custody, correction, treatment, supervision, and discipline of all persons held or confined under the jurisdiction of the Department of Correction”
- Investigate serious incidents
- Review grievances from people in custody and staff
- Evaluate the performance of the Department of Correction
- Make recommendations on areas of key correctional planning

The Board established the Minimum Standards on jail conditions in 1979, on mental health care in 1985, and on health care in 1991. In 2007, BOC finished a comprehensive review of the Minimum Standards and adopted a series of amendments. In 2015-2016, the Board promulgated rules codifying ground-breaking criminal justice reforms. This included the City’s ending of punitive segregation for 16-21 year olds and individuals with serious physical/mental health disabilities. The Board also recently enacted a new chapter of its Minimum Standards that are based on national standards underlying the federal Prison Rape Elimination Act (PREA). These new rules require action which is specifically tailored to detecting, preventing and responding to
sexual abuse and sexual harassment in the City’s jails. Going forward, BOC will conduct rulemaking on restrictive housing and update its Mental Health Minimum Standards.

Over the past two years, in an effort to expand its research, monitoring and rule-making efforts, the Board has nearly doubled its annual budget (currently $3 million) and its staff (currently 29, with planned expansion to 35). With offices in lower Manhattan and Rikers Island, BOC works regularly with the Department of Correction (“DOC”) and NYC Health + Hospitals (“H+H”), and often with other government and external partners, on a wide variety of criminal justice issues germane to its oversight responsibilities. The Board brings to this work a strong emphasis on data-sharing, data-driven decision making and public reporting. In keeping with major reforms occurring at the national, state and local level, the Board recently re-envisioned its mission: to carry out independent oversight and enact regulation in support of safer, fairer, smaller and more humane jails.

Job Description
The Standards Specialist (Monitor) is a critical BOC team member. The position of Standards Specialist (Monitor) serves as the “eyes and ears” of the Board and of the City within the nine jails on Rikers Island, three borough jails, as well as court pens and hospital wards. The Standards Specialist (Monitor) has unfettered access to the jails in order to promote compliance with the Board’s Minimum Standards.

Under direction from a Director of Correctional Standards and Monitoring, the Standards Specialist (Monitor) is responsible for:

- Analyzing compliance by the NYC Department of Correction (DOC) with the Minimum Standards, consent decrees, and other legal mandates and Departmental policies, procedures, orders and directives
- Analyzing compliance by the NYC Health and Hospitals Corporation (H+H) with the Health and Mental Health Care Minimum Standards
- Preparing written reports on all investigations, surveys and analyses
- Providing technical assistance to DOC administrators aimed at achieving compliance with the above-mentioned regulations and improving working and living conditions.
- Conducting fact-finding and investigations regarding such unusual incidents as deaths, disturbances, escapes, etc. and preparing reports, studies, surveys and correspondence with respect to such incidents
- Assisting in the review and analysis of DOC and H+H requests for variances from the Standards
- Assisting in processing, evaluating and preparing responses to appeals from people in custody concerning the Minimum Standards

Each Standards Specialist (Monitor) is assigned to work in a DOC facility or multiple facilities. Facility assignments may change periodically.

Minimum Qualification Requirements:
1. A baccalaureate degree from an accredited college and two years of full-time paid 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; or

2. A high school diploma or evidence of having passed a high school its educational equivalent and four years of full-time professional experience as described in "1" above; or

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. 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 in “1” above may be substituted for up to one year of full-time paid experience. However, all candidates must have at least one year of full-time experience as described in “1” above.

Experience/Skills Preferred

- Familiarity with criminal justice and correctional practice and policy
- Excellent communication and writing skills
- Strong interpersonal skills with proven ability to work collaboratively with diverse colleagues and partners
- Ability to handle confidential and sensitive information in a professional manner with discretion and integrity
- Experience conducting investigations
- Experience with issues of access to health and mental health care
- Demonstrated computer skills, including proficiency in Word and Excel
- Professional and personal maturity and confidence
- Fluency in Spanish
- Commitment to the mission of the NYC Board of Correction

To Apply:

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for Job ID#315940.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#315940.

Please indicate in your cover letter where you learned of this career opportunity.

| POST DATE: 12/12/2017 | POST UNTIL: filled | JVN: 315940 |

Appointments are subject to Office of Management and Budget approval.

The City of New York is an equal opportunity employer and committed to diversity.

Submission of an application does not guarantee an interview. Only candidates under consideration will be contacted.
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.