

**BOARD OF CORRECTION
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$52,524 - \$60,403
Agency Title: Research Associate	Work Location: 1 Centre Street (with periodic time at Rikers Island)
Hours/Shift: Full-Time, at least 35 hrs/wk	Number of Positions: 2

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 inmates and staff;
- Evaluate the performance of the Department of Correction; and,
- 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. In late 2016, the Board 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. Recently, BOC commenced rulemaking on restrictive housing and going forward, will update its Mental Health Minimum Standards.

Over the past two years, to expand its research, monitoring and rule-making efforts, the Board has nearly doubled its annual budget (currently \$3 million) and its staff (currently 28, with planned expansion to 38). With offices in lower Manhattan and Rikers Island, BOC works regularly with the Department of Correction and Health + Hospitals, 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 Board seeks an enthusiastic, high-energy researcher with a passion for evidenced-based approaches, data-driven decision making, and justice, fairness and excellence in corrections. This is an opportunity to join an emerging research and analytics unit within a nationally unique institution with extensive and broad powers of access and oversight. The Board's research team conducts primary and secondary research and analysis, using its unbridled access to the DOC's data, policies and jails as its rich data sources. The Board's research agenda and production will catalyze and inform new regulations, play a critical role in encouraging compliance with existing regulations, and support other innovations within the jails and criminal justice system. The Research Associate will report to the Board's Deputy Executive Director of Research.

Responsibilities include:

- supporting the Board's research agenda and research team;
- researching national trends and best practices in corrections;
- working collaboratively with BOC's monitoring staff who work in the jails on a variety of research and evaluation projects;
- assisting in the production of public reports;
- brainstorming project ideas to build upon past and current work; and
- assisting on other tasks as assignments including data entry, developing data collection instruments, conducting interviews and focus groups, data analysis, and synthesis of findings.

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.

Experience/Qualities/Skills Strongly Preferred:

- Master's degree in a social science discipline, public policy or related field
- At least three years of government, nonprofit, or comparable experience
- Service as an inmate in a correctional or related facility may be substituted for a portion of the full-time, paid, preferred experience up to a maximum of two years on a year-for-year basis
- Knowledge and interest in the criminal justice system a plus
- Excellent inter-personal, communication, and writing skills
- Professional and personal maturity and confidence
- Experience in conducting qualitative and quantitative research and expressing findings in report form
- Organized with an ability to work independently to complete projects

- Experience in use of statistical software packages and experience cleaning, coding, merging, and analyzing quantitative data files in such packages (SQL, R, or SPSS)
- Knowledge and experience with statistical analysis
- Working knowledge of New York City jails and corrections
- Commitment to the mission of the NYC Board of Correction
- Commitment to a collegial and respectful workplace

TO APPLY:

For City employees: Go to Employee Self-Service (ESS) at www.nyc.gov/ess and search for Job ID# 365074.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID# 365074.

Please submit a cover letter and resume.

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

. POST DATE: 9/12/2018	POST UNTIL: filled	JVN: 365074
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Appointments are subject to Office of Management and Budget approval.

The New York City Administrative Code requires an employee in this title to establish city residence within 90 days of entering City service and to remain in compliance with the city residence requirement as a condition of employment.

The City of New York and the Board of Correction 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. Candidates who are contacted will be asked to complete an initial phone interview. Candidates who are subsequently called for an in-person interview will be required to submit a writing sample and complete a brief writing and analysis assignment.