

**BOARD OF CORRECTION
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Computer Systems Manager	
Title Code No: 10050	Salary: \$120,000-150,000
Agency Title: Director of Information Technology	Work Location: 2 Lafayette Street (with periodic time at 1 Centre Street and Rikers Island offices)
Hours/Shift: Full-Time, at least 35 hrs/wk	Number of Positions: 1

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 16-21year 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 (DOC) 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 information technology professional to manage, design, and develop the agency's IT operations and data management strategies.

The Director of Information Technology will exercise independent initiative and judgment, holding senior level technical responsibility to manage all of the Board's IT related activities, including managing all aspects of the agency's current technology and its lifecycle and evaluating and implementing new technology. The Director of Information Technology will serve as the Board's primary liaison with the NYC Department of Information Technology & Telecommunications agency (DoITT), DOC's (DOC) IT division, other agency partners, and vendors.

The Director of Information Technology will report to the Board's Deputy Executive Director of Research and work closely with Board's research team which conducts primary and secondary research and analysis, using its unbridled access to the DOC's data, policies and jails as its rich data sources.

Primary Responsibilities:

- Monitors and maintains the IT infrastructure, including LAN, Database Servers, Web Servers, Cloud Services and File Servers
- Assists Deputy Executive Director of Research with planning and executing new initiatives for data projects
- Manages a staff of one technical resource (as well as interns and vendors as needed)
- Liaises with other City agency partners
- Provides oversight on financial expenditures for IT services and products
- Provides technical guidance and help desk support to all BOC staff, interns, and vendors
- Conducts technical training on data analysis for BOC staff
- Manages all data services
- Assists agency in acquiring and integrating new data feeds

Experience/Skills Strongly Preferred:

- Experience with and troubleshooting Windows PCs, Windows Servers, networking, active directory
- Strong understanding of all activities in the System Development Life Cycle
- 7+ years of development experience in client/server, web services or data loading processes
- 3+ years of any of VB .NET, C#, Active Server Pages, PowerShell, Visual Studio
- 2+ years of experience with package implementation or with Microsoft Dynamics products
- 2+ years of cloud experience preferably in Microsoft Azure

- 3+ years of project management experience
- 7+ years of software experience
- 3+ years of SQL development experience, experience with SQL and Stored Procedures
- 4+ years of data management experience (Master Data, ETL, Data Models, SSIS, SSRS)
- Experience with management reporting
- Self-directed with strong organizational skills
- Strong communication skills
- Ability to quickly acquire new technical skills and manage multiple projects

Minimum Qualification Requirements

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

NOTE: The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand-held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

TO APPLY:

For City employees: Go to Employee Self-Service (ESS) at www.nyc.gov/ess and search for Job ID#374400.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID# #374400

Please submit a cover letter and resume.

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

. POST DATE: November 14, 2018	POST UNTIL: filled	JVN: #374400.
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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.