

## BOARD OF CORRECTION

### CITYWIDE JOB VACANCY NOTICE

<b>Civil Service Title:</b> City Research Scientist	<b>Level:</b> 2
<b>Title Code No:</b> 21744	<b>Salary:</b> \$ 73,305-\$84,301
<b>Agency Title:</b> Research Director (Health & Mental Health)	<b>Work Location:</b> Downtown Manhattan Office (with time at Rikers Island)
<b>Hours/Shift:</b> Full-Time, 35 hrs/wk	<b>Number of Positions:</b> 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 16-21 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 and its staff. 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's Health Care Minimum Standards are designed to ensure the quality of health care services provided to people in NYC correctional facilities is consistent with accepted professional standards. This includes medical screening upon intake to DOC facilities, having access to sick call within 24 hours of requesting it, and timely access to follow-up care and specialty clinics. Similarly, the Board's Mental Health Minimum Standards are designed to ensure that mental health screening and care is available to all incarcerated individuals.

As a member of the research team, the Research Director will lead the agency's efforts to investigate, assess, and monitor DOC's and NYC Health + Hospitals' (H+H) compliance with the Board's Minimum Standards on Health and Mental Health in NYC jails. The Research Director will report to the Deputy Executive Director of Research and will work closely with the Board's research and monitoring teams and senior leadership at DOC and H+H.

Activities will include:

- Designing, conducting, and managing objective, systematic examinations (audits, surveys, inspections) of the adequacy of DOC and H+H policies, procedures, practices, and compliance with Health and Mental Health Minimum Standards.
- Training BOC staff on Health and Mental Health related issues; assisting other staff in identifying violations, concerns and non-compliance; providing policy interpretations and reviews of potential violations.
- Providing guidance on projects and tasks to other BOC staff
- Reviewing DOC and H+H reports, analyzing relevant DOC & H&H data, and developing metrics to monitor compliance
- Translating findings into recommendations to the agencies and assisting in implementing changes to enhance compliance and outcomes
- Writing and publishing memoranda and public reports
- Convening and facilitating interagency meetings with DOC & H+H and other agency partners
- Coordinating with City Council
- Monitoring and synthesizing relevant emerging research and best practices
- Leading the Board's future rulemaking efforts to update the Board's Health and Mental Health standards

**Minimum Qualification Requirements:**

1. A doctoral degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental, or social science and one year of full-time experience in a responsible supervisory, administrative, or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization

and at least two years of experience described in “2” above. Two years as a City Research Scientist Level I can be substituted for the experience required in “1” and “2” above.

**Experience/Skills Strongly Preferred:**

- A minimum of three years of full-time experience in corrections, correctional health care, public health, monitoring, compliance, public administration, or a related field
- Expertise in auditing, investigations, compliance, and/or quality assurance
- Familiarity with New York City jails
- Familiarity with Correctional Health, Behavioral Health, and/or Public Health policy and best practices
- Exceptional problem-solving skills and ability to make tough decisions
- Highly skilled at relationship building, collaborating with government and non-profit partners, and articulating agency positions to external constituencies such as correctional and health professionals
- Tenacious factfinder with excellent organizational and writing skills
- Ability to thrive in a fast-paced and changing environment
- 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](http://www.nyc.gov/ess) and search for Job ID#386975.

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#386975.

**Please submit a resume and cover letter. A writing sample will be requested if you are contacted for an interview.**

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

POST DATE:	POST UNTIL: filled	JVN: 386975
------------	--------------------	-------------

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.