

**ASSOCIATE COMMISSIONER FOR POLICY, PLANNING AND
PERFORMANCE (ACS)**

Duties and Responsibilities

This is a management class of positions. Under executive direction, with the widest latitude for the exercise of independent initiative and judgment, provides overall management and supervision of the formulation and effective coordination of the Division of Youth and Family Justice (DYFJ) standards and policies. Performs related work.

Examples of Typical Tasks

Oversee analytic planning for the Division and support program areas to track and regularly disseminate management performance indicators to identify areas which need improvement.

Seek divisional guidance and input and collaborate with ACS' Policy Unit to translate DYFJ policies into working programs.

Represent DYFJ at meetings, forums and seminars regarding agency policy and planning development in consultation with the Deputy Commissioner.

Establish and maintain cooperative relationships with executive personnel in government and contract agencies concerning issues and activities.

Coordinate planning support for programmatic divisions when needed, either for quantitative or qualitative analysis.

Serve as divisional lead in collaborating with the NYS Office of Children and Family Services as it pertains to DYFJ oversight.

Ensure accurate and timely data management into ACS systems and databases through the implementation of comprehensive and detailed policies, protocols and procedures.

ASSOCIATE COMMISSIONER FOR POLICY, PLANNING AND PERFORMANCE
(ACS) (continued)

Examples of Typical Tasks (continued)

Lead special projects for the Division as assigned by the Deputy Commissioner.

Guide the development and implementation of technology to document information, comply with regulatory requirements, and produce management reports.

Undertake other duties as assigned by the Deputy Commissioner.

Qualification Requirements

1. Bachelor's degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Direct Lines of Promotion

None. This class of positions is in the Non-Competitive Class.