

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB POSTING NOTICE**

Civil Service Title: Director of Correctional Standards Review	Level: M-V
Title Code No: 52620	Salary: \$170,000.0000 - \$190,000.0000 Frequency: ANNUAL
Business Title: Deputy Commissioner of Quality Assurance & Integrity	Work Location: 75-20 Astoria Boulevard East Elmhurst, New York 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 1
Job ID: 292561	Hours/Shift: Day Tour
Job Description	
<p>Under executive direction and with the broadest possible latitude to exercise independent judgment, the Deputy Commissioner of Quality Assurance & Integrity will be responsible for directing and overseeing the department's internal audit and assessment services; policy and compliance initiatives; and manage the administration of the department's directives, orders, rules and regulations. The candidate recruited will oversee the Office of Policy & Compliance Unit, Environmental Health Unit, Fire Safety Unit, Nutritional Services Unit, PREA Compliance Unit, Financial Audits Unit and the Engineering Audits Unit. The incumbent will review and evaluate compliance issues/concerns within the department and ensure subordinate supervisory staff, management and employees are in compliance with the rules and regulations of regulatory agencies, and the department's policies and procedures. The Deputy Commissioner will collaborate with other departmental divisions to direct compliance issues to appropriate existing channels for investigation and resolution, consult with the general counsel as needed to resolve difficult legal compliance issues, respond to alleged violations of rules, regulations, policies, procedures, and standards of conduct by evaluating or recommending the initiation of investigative procedures, develops and oversees a system for handling compliance violations, monitor, and as necessary, coordinate compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends; identify potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of compliance issues; develops, evaluates and refines performance indicators; develops and administers robust audit and assessment programs to measure staff proficiency and facility/unit compliance with internal policies and procedures, external mandates (i.e. minimum standards of the New York City Board of Correction and New York State Commission of Correction), legislative requirements, court orders and settlements. Formulate audit protocols, oversee implementation of audit methodology, and manage data collection and analysis. Responsible through subordinates, for analyzing relevant data for the purpose of measuring performance and setting policies, report findings to the Commissioner and members of the department's executive management team. Prepare appropriate written reports and memoranda summarizing findings of data analysis, surveys, inspections, audits and recommendations for performance improvement; and perform related duties.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college, and four years of full-time 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, at least one (1) year of which must have been in a responsible supervisory, administrative or consultative capacity; or 2. A high school diploma or evidence of having passed a high school equivalency examination and six (6) years of full-time experience as described 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 on a year for year basis. 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 above, may be substituted for up to one year of full-time experience as described in "1" above. However, all candidates must have at least two years of full-time experience as described in "1" above, at least one year of which must have been in a supervisory, administrative or consultative capacity. 	
Preferred Skills	
<ul style="list-style-type: none"> • Ability to plan, direct, coordinate and manage the design, development and conduct of large-scale studies, audits and analyses of systems and programs, internal policy compliance and improvement projects. • Knowledge of operations research, audit procedures, systems analysis, methods and procedures analysis and management analysis techniques. • Ability to communicate highly complex information clearly and succinctly, both orally and in writing. • Ability to work under intense pressure and meet restrictive deadlines. • Ability to extract data from various data collection systems and perform quantitative analysis of data. • Ability to utilize audit principles and procedures in order to meet system wide needs. 	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 292561 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 292561 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Posting Date: 6/30/17	Post Until: 7/14/17

The New York City Department of Correction and The City of New York are Equal Opportunity Employers.