

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

| | |
|---|---|
| Civil Service Title: Administrative Staff Analyst | Level: MIII |
| Title Code No: 10026 | Salary: \$135,000.00/\$135,000.00-\$160,000.00 Frequency: ANNUAL |
| Business Title: Assistant Commissioner of the Correction Intelligence Bureau | Work Location: Hazen St-G.M.D.C., E. Elm, Ny |
| Division/Work Unit: Correction Intelligence Bureau | Number of Positions: 1 |
| Job ID: 177607 | Hours/Shift: Day Tour |

Job Description

Under executive direction of the Deputy Commissioner of Operations, with wide latitude to exercise independent judgment and initiative, the Assistant Commissioner of the Correction Intelligence Bureau will be responsible for overseeing the Correction Intelligence Bureau (CIB) with special focus on initiatives designed to develop intelligence for the prevention of gang-related activity and manage investigations of gang-related incidents within the Department of Correction facilities. Responsibilities include management of the CIB intelligence gathering, investigations and arrest processing units; oversee the arrest/re-arrest and prosecution of inmates responsible for criminal incidents within Department of Correction facilities. The Assistant Commissioner will also provide leadership in the achievement of agency priorities including, but not limited to, compliance with legal mandates and minimum standards, ensuring effective and efficient operations, and the optimal application of correctional best practices; establish objectives, priorities and benchmarks consistent with departmental goals; develop methods for evaluating effectiveness and propose new procedures based on outcomes; measure and monitor performance objectives; develop and strengthen interagency information-sharing and collaboration efforts through the Correction Intelligence Bureau's Fusion Center to enhance intelligence operations and improve coordination for criminal prosecutions; maximize the intelligence and gang management contributions of the Correction Intelligence Bureau through measures including enhanced criminal intelligence analysis, confidential informant, and investigations training; case management and tracking training; inmate apprehension and re-arrest training; and electronic surveillance and crime scene preservation training; ensure adequate accountability metrics are established within the TEAMS structure to specifically measure intelligence inputs and outcomes; through subordinates, manage systematic reviews of the CIB organizational segments to assess operations; develop Correction Intelligence Bureau guidelines and subsequently implement new or revised policies, procedures and protocols where necessary; develop an evaluation criteria for Correction Intelligence Bureau personnel recruitment, selection, and retention; and perform related duties.

Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

Thorough knowledge of criminal justice and intelligence gathering; proven investigative managerial ability; at least fifteen years of progressively responsible supervisory experience including organizational analyses, tactical apprehensions, and evidence collection is preferred; ability to communicate highly complex and technical matters clearly and succinctly; ability to work under intense pressure and coordinate staff in efforts to meet restrictive deadlines.

Residency Requirement

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.

To Apply

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:177607

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 177607

Attention: Floretha Bryant

**Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.**

Posting Date: 12/05/2014

Post Until: 12/20/2014

The City of New York is an Equal Opportunity Employer