



**NEW YORK CITY DEPARTMENT OF PROBATION  
JOB VACANCY NOTICE – JVN 11-001**

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| <b>TITLE:</b> Deputy Director of Probation (Operations), M7<br><b>OFFICE TITLE:</b> Deputy Commissioner, Planning, Training and Community Partnerships, (PTCP)   | <b>SALARY:</b> \$125,000 - \$152,000    |
| <b>UNIT:</b> Planning, Training, and Community Partnerships (PTCP)   | <b>LOCATION:</b> 33 Beaver Street, N.Y. |
| <p><b>JOB DESCRIPTION:</b></p> <p>The New York City Department of Probation (DOP) is in the process of redesigning, reengineering and reforming Juvenile and Adult Probation Operations with the objective to further promote public safety, while simultaneously improving the life chances of juveniles, young adults and adults on probation to become successful and productive community residents, furthering Mayor Bloomberg’s goals of community and civic engagement/volunteerism. This restructuring plan includes reconfiguring, streamlining and consolidating into a single Division – the Management Analysis Planning Unit (MAP), the staff and Organizational Development Unit an expanded Citywide Outreach Resource Enhancement Services (CORES) Unit and the Quality Assurance Accountability and Compliance Unit - thereby improving existing staffing patterns overall, including retooling, redirecting, re-educating and restraining DOP staff, and helping to guide the development and implementation of the agency’s strategic plan. The PTCP consolidation is meant to broaden and deepen management support and improve overall DOP operations and efficiencies.</p> <p>DoP seeks to appoint a Deputy Commissioner for Planning, Training and Community Partnerships, who as a member of the Executive Management team, under the direction of the Commissioner, with wide latitude for the exercise of independent action and decision-making will serve as primary advisor to the Commissioner and the Chief of Staff on matters concerning management analysis planning, staff development, the development of collaborative relationships with treatment and service providers, as well as implementation of quality assurance, accountability and compliance measures to ensure the most appropriate and highest levels of services are available for DoP staff to provide to probationers. The duties for this position will include but not be limited to:</p> <p>Significantly expanding the agency’s current CORES Unit to enhance the agency’s ability to direct many of New York’s most vulnerable young people and adults to a much larger network of certified community based organizations that can provide probationers with the highest quality of available services and connect them to other supportive stakeholders and partners throughout the five boroughs.</p> <p>Overseeing the realignment of DoP’s current training curriculum for Probation Officers to include new approaches to more successfully meet the needs of probationers: multi-disciplinary teams approach, incentivizing successes and assisting with the attainment of benefits through the Department of Social Services. Additionally, the new curriculum will incorporate training that will help Officers adapt to a changing work environment, while increasing job satisfaction and professional development.</p> <p>Managing the Department’s MAP Unit to further DoP’s goal of becoming a data-driven department. Includes the gathering of statistical and case detail reports, graphs and maps; population profiling and statistical analysis. Reporting on agency indicators and performance measures to DoP Commissioner, Exec Team and Managers as well as City oversight entities. Continuous review of the Department’s key performance indicators in an effort to hold agency personnel accountable for the provision of desired service levels.</p> <p>Working closely with the Commissioner to set goals and targets and implement projects to advance the overall strategic agenda. Adjusts managerial focus, when necessary, to achieve desired outcomes.</p> <p>Recommends organizational changes; reengineering of and enhancements to business process to ensure appropriate allocation of resources; streamlining of procedures and the application of innovative and efficient methodologies.</p> <p>Managing those who test data to ensure integrity and work to maximize the effectiveness an efficiency of DoP administered programs. Builds and strengthens DoP’s central focus on data-based measurements and analyses in support of positive youth/adult development and program outcomes across all major areas of operations.</p> |   |

**QUALIFICATION REQUIREMENTS:**

1. A baccalaureate degree from an accredited college plus four (4) years of full-time experience in probation services, social work, criminal justice, investigations or related field, at least 18 months of which must have been in a responsible executive, administrative, managerial or supervisory capacity; or
2. Education and /or experience equivalent to "1" above. A graduate degree form an accredited institution in social work, sociology, psychology, criminal justice or a related field may be substituted for general experience on a year for year basis up to a maximum of two years. However, all candidates must have the 18 months of responsible executive, administrative managerial, or consultative experience as described above.

**PREFERRED QUALIFICATIONS:**

- Knowledge of best practices in the area of positively motivating adults/juveniles under supervision to lead law abiding lives.
- Ability to analyze and recommend policies and procedures with strategic foresight.
- Ability to propose innovative approaches to complex problems.
- Prior experience redesigning, reengineering and reforming a large operation's processes.
- Background in writing RFP's a plus
- Experience leading trainers in the development of relevant training curriculum.
- Comprehensive knowledge of New York City and State Penal and Family Court Systems a plus.
- Skilled at public speaking and the proven ability to present the agency's position in meetings with high level officials and other government and private entities.
- Leading and collaborating with various stakeholders to achieve a common goal.
- Knowledge of audit functions.
- Knowledge of analyzing complex performance measures and testing the integrity of data.

**TO APPLY FOR CONSIDERATION**

Send two copies of your cover letter, resume, indicating JVN # to:

NYC Department of Probation  
Recruitment Division – "Operations" – JVN 781-11-001  
33 Beaver Street, 18<sup>th</sup> Floor  
New York, New York 10004

Or email to:

**[work@probation.nyc.gov](mailto:work@probation.nyc.gov)**

**DATED:** July 15, 2010

**POST UNTIL:** July 29, 2010

**"THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER"**

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

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| <b>Civil Service Title: Administrative Staff Analyst</b>                                | <b>Level: M-IV</b>  |
| <b>Title Code No: 10026</b>   | <b>Salary: \$68,238/73,588-\$176,074<br/>Frequency: ANNUAL</b>                                    |
| <b>Office Title: Associate Commissioner for Program Services and Discharge Planning</b> | <b>Work location: Bulova Corporate Center, 75-20 Astoria Blvd., East Elmhurst, New York 11370</b> |
| <b>Division/Work Unit: Program Services and Discharge Planning</b>                      | <b>Number of Positions: 1</b>   |

**Hours/Shift: Day Tour**

**Job Description**

With approximately 75,000 inmates released to the NYC metropolitan community annually, the Department of Correction is seeking a dynamic and experienced administrator to expand program services and discharge planning by developing and centralizing intake assessments, expanding current program services capacities, adding program services offerings and continuing to build on public/private partnerships to develop high quality services for inmates and ex-offenders. The Associate Commissioner for Program Services and Discharge Planning will also serve as a strategic advisor regarding agency policy, procedure and overall agency direction with regard to effective program delivery and recidivism reduction efforts.

Program Services and Discharge Planning encompasses pre-release preparation and discharge planning; academic instruction, jobs training and workforce readiness; and ministerial services, law library, recreation and visitation. The successful candidate will be responsible for the development, coordination and implementation of a wide range of planning initiatives encompassing the department's program services and will have overall responsibility for planning, developing and coordinating departmental operations providing program services to the inmate population. The successful candidate will also develop and implement with its community partners performance measurement systems.

**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 significant 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. At least 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.

**Essential Skills**

**To Apply:**

**New York City Department of Correction, Recruitment and Certification Section  
2 Washington Street, 10th Floor, New York, New York 10004  
Indicate JVN Number on Resume**

**Attention: Floretha Bryant**

**New York City Residency Required Within 90 Days of Appointment.**

**Submission of application or resume is not a guarantee that you will receive an interview.**

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|------------------------------|-------------------------------|-----------------------------|
| <b>Post Date: 07/09/2010</b> | <b>Post Until: 07/23/2010</b> | <b>JVN: 072-2011-011525</b> |
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**The City of New York is an Equal Opportunity Employer**

**City of New York  
DEPARTMENT OF BUILDINGS  
Job Vacancy Notice**

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| <b>Civil Service Title:</b> Executive Agency Counsel M6  | <b>Office Title:</b> Deputy Commissioner of Legal Affairs |
| <b>Title Code No:</b> 95005  | <b>Salary:</b> \$82,486.00 - \$195,590.00                 |
| <b>Division/Work Unit:</b> Commissioner's Office   | <b>Work location:</b> 280 Broadway, N.Y.                  |
| <b>Hours/Shift:</b> 35 Hours (Minimum)   | <b>Number of Positions:</b> 1                             |
| <b>Job Description</b>   |   |
| <p>The Department of Buildings is a City agency responsible for ensuring the safe and lawful use of buildings and properties by enforcing the Building Code and the Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. As a Department we are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.</p> <p>Reporting directly to the Commissioner, the Deputy Commissioner of Legal Affairs will be required to be available 24/7/365 and will be responsible for, but not limited to the following:</p> <ul style="list-style-type: none"> <li>- Providing senior policy and strategic guidance to the Commissioner and senior staff.</li> <li>- Making appropriate recommendations with regards to legislative matters, policy and regulatory issues.</li> <li>- Interfacing on the behalf of the Commissioner with industry members.</li> <li>- Overseeing the General Counsel.</li> <li>- Working with the NYC Law Department, Board of Standards and Appeals (BSA), Environmental Control Board (ECB) and Office of Administrative Trials and Hearings (OATH) to provide legal support to the Department.</li> <li>- Overseeing and chairing the Loft Board in the Commissioner's absence.</li> <li>- Coordinating legislative proposals and implementation of legislative changes within the Department.</li> <li>- Overseeing and managing the drafting of legislation and rules.</li> <li>- Responding to legislative proposals from other city agencies and making recommendations.</li> <li>- Establishing standard legal requirements for litigation involving the Department.</li> <li>- Approving preparation of the Department's response litigation.</li> <li>- Acting as the Chief Liaison with the Corporation Counsel regarding litigation involving the Department during criminal trials and administrative hearings.</li> <li>- Supervising the response to subpoenas and discovery requests pursuant to the Agency's operations.</li> <li>- Overseeing the Department's Advisory Boards.</li> <li>- Reporting on the Agency's anti-corruption initiatives to the Commissioner and senior staff.</li> <li>- Working on confidential and sensitive projects for the Commissioner.</li> <li>- Advising the Agency on sensitive code related legal cases, including cases before the Board of Standards and Appeals.</li> <li>- Advising the Commissioner, Department staff, and members of the public in appropriate interpretations of the NYC Building Code, Zoning Resolutions and applicable rules and regulations.</li> <li>- Ensuring that amendments to the Building Code and Zoning Resolutions are accurately interpreted and implemented.</li> </ul> |   |
| <b>Qualification Requirements</b>  |   |
| <p>Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.</p>   |   |
| <b>Essential Skills</b>  |   |
| <ul style="list-style-type: none"> <li>- Superior oral and written communication skills.</li> <li>- Excellent organizational skills.</li> <li>- Computer literacy, including the use of Microsoft applications.</li> <li>- Ability to multitask sensitive and confidential projects.</li> <li>- Exemplary practice of law.</li> <li>- Knowledge and use of Administrative and Criminal Procedural Law.</li> <li>- Knowledge of NYC Building Construction Codes, Zoning Resolutions, Real Property Law and Multiple Dwelling Law.</li> </ul>  |   |
| <b>To Apply:</b>   |   |
| <p>For more information, you may visit the DOB website at NYC.GOV/BUILDINGS.<br/>In order to be considered for this position, you must e-mail a cover letter, resume and a transcript or enrollment verification statement from your school attesting that you are accepted to or enrolled in an accredited undergraduate degree program to:<br/>Recruit@buildings.nyc.gov</p> <p>Indicate JVN # 810-2011-011836 in the subject line of the E-mail. Resumes must be submitted no later than the date below.</p> <p>Please review your resume to ensure it clearly indicates that you meet all of the qualifications required for the position posted. Resumes that don't clearly show this information will not be forwarded to the hiring manager for consideration. Please note, while we appreciate every applicant's interest, only those under consideration by the hiring manager will be contacted. No telephone or personal inquiries permitted.</p>   |   |
| <b>Post Date:</b> 07/19/2010   | <b>Post Until:</b> Filled                                 |
| <b>JVN: 810-2011-011836</b>  |   |

**The City of New York is an Equal Opportunity Employer.  
Special accommodations will be provided for disabled applicants.**