

DEPUTY COMMISSIONER OF CORRECTION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Correction and the First Deputy Commissioner of Correction, and in accordance with New York State Commission of Correction rules and regulations and applicable federal, state and local laws, the incumbent in this position assists in the direction and administration of the Westchester County Department of Correction. Responsibilities include: custody and security of inmates and functions as the public information officer for the department. The incumbent serves as a liaison with other local state and federal agencies in support of departmental programs and activities. Incumbents are authorized to act for and on behalf of the Commissioner within their assigned areas of responsibility. Supervision is exercised over assigned civilian and sworn officer personnel in the Department of Correction. Performs related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Represents the department in interagency matters and functions as liaison with state agencies that impact on corrections issues, including the New York State Commission of Correction, and the New York State Divisions of Parole, and Probation and Correction Alternatives;

Serves as the liaison with federal, state, and local governmental agencies in support of departmental functions;

Assists the Commissioner in designing and evaluating programs and policies in support of departmental functions;

Drafts press releases and conducts interviews with major news agencies concerning facility issues and operations;

Conducts collective bargaining negotiations with sworn staff's unions, including on issues concerning compensation and benefits;

Drafts proposals for new legislation to be proposed to the Board of Legislators;

Reviews and revises standard operating procedures and facility-wide protocols regarding such issues as the use of force, medical care etc.;

Supervises the department's Litigation and Community Affairs Unit, and associated staff;

Oversees the department's Health Services Program, including supervision of the Health Services Coordinator, and ensures the program is delivering an appropriate and effective level of service;

Compiles fiscal, operational, staffing and service-related data for reporting purposes regarding department performance and service levels;

Compiles and interprets data;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Keeps division heads informed of advance administrative practices and developments;

Supervises the preparation of the capital and operating budget submissions of the department on an annual basis;

Analyzes operational problems brought to light through budget studies and requests;

Appraises Department situations and develops courses of action for a more effective utilization of resources;

Supervises the planning and installation of administrative improvements, including work systems, organizational changes and program procedures;

Participates in administration planning, in organizational, administrative and procedural studies;

Oversees the capital expansion of the correction complex;

Reads and prepares critical analyses and summaries, and prepares reviews of literature concerned with correctional issues;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern practices in penal administration, to include theory and practice of penology; thorough knowledge of the philosophy governing the operation of minimum, intermediate and maximum security short-term correctional institutions; good knowledge of the role and operation of custodial activities; good knowledge of the New York State Correction law and regulations as they apply to inmates in each correctional institution; thorough knowledge of administrative techniques and practices; good knowledge of the theory and practices of budgeting, financial record keeping, personnel administration, supervision and administrative control; good knowledge of the problems and behavior associated with inmates committed for alcoholism or narcotic addiction and psychopathic inmates; ability to respond to and direct emergency situations on a 24-hour basis; ability to plan and direct the work of others; ability to think analytically in the solution of both administrative and professional problems; ability to write and speak effectively; initiative; tact; maturity; good judgment; pleasing personality in meeting and dealing with the public; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: A Bachelor's Degree* in correctional administration or a closely related field (e.g. criminology, sociology) and nine years of uniformed experience in correctional or law enforcement administration, to include security and/or custodial functions, budget preparation and program development.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree in Correctional Administration, Criminology, Sociology, or a closely related field, may be substituted on a year for year basis for up to two years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Exempt†
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Job Class Code: E0090
Job Group: XVIII