

SECOND DEPUTY COMMISSIONER OF CORRECTIONS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Deputy Commissioner of Corrections, and in accordance with New York State Commission of Correction rules and regulations and applicable federal, State and local laws, incumbents in this position are responsible for the direction and management of significant departmental operations of the Westchester County Department of Corrections. Assignment is either over institutional security and custodial operations for the department or departmental administration, which includes responsibility for the development and implementation of all departmental management, administrative and programmatic operating policies. Incumbents act as advisors to the Deputy Commissioner on departmental administrative and operating procedures, and managerial aspects of departmental programs, and exercise considerable judgment and discretion in the execution of departmental goals and objectives. In addition, incumbents must be knowledgeable in all phases of correctional institution operations and qualified to assume temporary command in the absence of the Commissioner or Deputy Commissioner. Supervision is exercised over a larger number of administrative, supervisory and uniform staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Deputy Commissioner and Commissioner in developing and implementing administrative, managerial and operational policies and procedures for the Department of Corrections, and reviews existing policies, making recommendations for improvement;

Reviews, evaluates and develops departmental policies, plans and programs to ensure they effectively and efficiently achieve departmental goals and objectives;

Directs all fiscal operations of the Department including the preparation of the budget, grants and financial reports; in addition develops and maintains all accounting and reporting functions required by the Department;

Directs the planning and implementation of departmental personnel and administrative programs, procedures and policies, including the interviewing, selection and employment of personnel, including uniformed staff;

Consults with top managerial and uniformed staff regarding administrative functions such as budgeting, personnel administration, contract compliance and oversight, etc.;

Reviews programs and activities and evaluates their administration, objectives, effectiveness, efficiency, and suitability to current conditions;

Directs and coordinates special projects and programs as assigned by the Deputy Commissioner or Commissioner;

Directs the development and analysis of program and policy issues from a department-wide perspective; assesses the impact of these issues on departmental operations and makes recommendations to the Deputy Commissioner and Commissioner for final disposition;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Directs the custody, security, control and care of the inmate population by implementing and maintaining policies and procedures in the jail and the penitentiary;

Develops, monitors and maintains adequate staffing policies to ensure adequate coverage of all locations within the prison complex;

Directs the activities of the emergency response team to ensure safe conditions within all facilities;

Directs the administration of booking and intake facilities to ensure lawful policies and procedures and adequate security and control;

Negotiates and directs the administration of contracts including the development, control and management of contracts for the department;

Establishes agency-wide policy and standards for the administration of pre-service and in-service training programs operated by the Department's Training Unit and Correction Academy;

Serves as a management representative in collective bargaining sessions in contract negotiations;

Directs labor/management relations and resolves union contract grievances with representatives of the labor unions operating within the Department of Correction;

Chairs one or more internal boards, such as the Department's Weapons Review Board, Hiring Board, Promotional Board, Attendance Control Board, Training Committee, and Work Release Board;

Directs agency compliance with minimum standards established by the New York State Commission of Correction;

Directs the Warden and Associate Warden of the Department in all facets of the operation and management of the Jail, Penitentiary, Secure Hospital Ward 29;

Establishes standard operating procedures and policies for all division functions, including the creation of innovative concepts necessary to manage a modern correctional facility;

Directs agency compliance with fire and safety codes, and Federal and State mandates;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED 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; thorough knowledge of administrative techniques and practices; 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; good knowledge of the theory and practices of budgeting, financial record keeping, personnel administration, supervision and administrative control; ability to respond to and direct emergency situations on a 24-hour basis; ability to supervise, plan and direct the work of others; ability to think analytically in the solution of both administrative and professional problems; ability to communicate effectively, both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; initiative; tact; maturity; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and ten years of uniformed experience in a correctional institution, police agency or related law enforcement organization which included eight years of experience at a supervisory and/or administrative level including responsibility for security and/or custodial functions, and four years of which included budget preparation and program development.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's or Master's Degree in Correctional Administration, Public Administration, Criminology, Sociology, Psychology or a closely related field, may be substituted on a year for year basis for up to two years of the above stated general experience, and up to three years of the supervisory/administrative experience. There is no substitution for the specialized budget and program development experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level will be considered in evaluating experience.

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