

SPECIAL ASSISTANT TO THE COMMISSIONER OF CORRECTION

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner of Correction, this position reviews, analyzes and makes confidential recommendations to the Commissioner of Correction concerning assigned aspects of departmental operations. This position is expected to participate fully in policy development, strategic planning and the evaluation of policies and procedures of the department. An incumbent in this class will generally assume responsibility for administering a number of functions such as: employee background investigations, training and staff development, officer recruitment and selection, internal affairs/special investigations, attendance control/enforcement, capital construction planning, and in addition, functions in a liaison capacity with federal, state and local criminal justice agencies. Supervision is exercised over a number of uniform and civilian personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the operations and activities of the Special Investigations Unit and oversees the preparation of confidential internal investigations on both uniformed and civilian employees, involving allegations of official misconduct, job injury fraud, attendance abuse, criminal behavior, and excessive use of force, in order to promote officer integrity and insure staff compliance with the Department's "Code of Conduct";

Coordinates a program of correction officer recruitment and selection, with appropriate pre-employment screening, in order to develop a sufficient pool of suitable candidates for appointment to peace office positions, insure proper staffing levels within the Department, and minimize agency liability for negligent hiring;

Oversees a program of pre-employment, reasonable suspicion, and random drug testing for peace officer employees, in order to promote agency compliance with the Federal Drug-Free Workplace Act of 1988;

Develops a departmental program of non-recurring repairs, infrastructure improvements and capital development, to meet proper levels of safety and security in the maintenance of the Department's physical plant and to insure agency compliance with the inmate housing/program mandates of the N.Y. State Commission of Correction;

Coordinates the enforcement of attendance standards for uniformed/civilian employees to prevent absenteeism and avoid unnecessary levels of overtime;

Represents the department as directed by the Commissioner of Correction, at meetings and in an official capacity with County departments and related state/federal agencies;

Makes field trips, as required, to determine the actual and potential sources of information and other resources to further the projects and programs of the Department;

Collects and compiles extensive data and information on criminal management issues and develops files for reference in order that current and accurate information may be readily available;

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

In consultation with the Commissioner, receives, investigates and evaluates inquiries, problems and complaints of correctional staff and inmates or persons responsible to the Department of Correction;

Monitors all aspects of in-service training and in consultation with the training officer, maintains its currency and proper relationship to training and security;

Compiles information that leads to the preparation and distribution of the annual report;

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

Participates in agency policy making in order to promote uniform application of policies and procedures; carries out special projects or research assignments at the direction of the Commissioner of Correction;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of criminal justice management and public administration; good knowledge of the New York State Correction Law; good knowledge of the methods, procedures and techniques of education activities and the development of related correctional services for inmates; good knowledge of the problems implicit in planning and carrying out inmate projects and studies concerned with the delivery of correctional services; ability to assign and instruct staff engaged in research activities and supervise the performance of their work; ability to supervise and/or lead in educational programming for inmates and employees; ability to prepare and present reports at professional meetings and to speak before lay and professional groups; ability to establish and maintain effective relationships with related agencies, officials, personnel, and with others involved with the rehabilitative work of the department; ability to prepare clear, accurate and informative reports of department activities containing findings, conclusions and recommendations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the integrity; initiative; sound judgment; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) three years of criminal justice experience in or for a correctional agency, or; (b) three years of legal or administrative experience in or for a correctional agency with significant responsibility for disciplinary matters, labor agreement disputes, discrimination claims, or inmate claims or related functions, as well as involvement in recommending revisions to policies and practices in these areas.

SUBSTITUTION: Possession of a Master's Degree* may substitute for one year of the above stated experience, or possession of a J.D. Degree* may substitute for two years of the above experience, however there is no substitution for one year of the required experience.

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

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J. C.: Non Competitive†
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Job Class Code: E0277
Job Group: XV