

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

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| Civil Service Title: Program Specialist | Level: I |
| Title Code No: 60948 | Salary: \$37,751/\$43,414-\$58,307 Frequency: ANNUAL |
| Business Title: Case Coordinator | Work Location: 75-20 Astoria Boulevard, Suite 130, East Elmhurst, New York 11370 |
| Division/Work Unit: Human Resources Division/Applicant Investigation Unit | Number of Positions: 1 |
| Job ID: 152772 | Hours/Shift: Day Tour |

Job Description

This position will be responsible for assembling the documents required of Correction Officer applicants to ensure that the necessary assessments of the candidate are tallied, complete, and satisfy the basic requirements of Civil Service Law. Specific functions will include: ensuring that Psychologists receive requested feedback from candidates; ensuring that medical determinations are documented and collected; ensuring that agility test results are documented and collected; ensuring that medical case reviews are documented and collected; ensuring that Not Qualified (NQ) determinations for medical are followed up by collecting appropriate documentation; ensuring that psychological Not Qualified (NQ) determinations are followed up by collecting appropriate documentation.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university with specialization in public or business administration, sociology, criminology, mathematics, statistics, or related fields; or
2. An associate degree from an accredited college in public or business administration, sociology, criminology, mathematics, statistics, or a closely related field and two years of full-time satisfactory experience in public or business administration, community relations, social work, mathematical or statistical research; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and four years of Full-time satisfactory experience as described in '2' above; or
4. A satisfactory combination of education and/or experience which is equivalent to '1', '2', or '3' above. College education may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience. However, all candidates must have a four year high school diploma or its educational equivalent.

For Assignment Level II and III, in addition to meeting the qualification requirements above, one additional year of the experience described in '2' above is required for Assignment Level II and two additional years of experience for Assignment Level III

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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#152772.

Attention: Sharen Harris

This position is only open to Department of Correction employees who are permanent in the title of Program Specialist or employees who applied for the Program Specialist examination.

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

Posting Date: 06/27/2014

Post Until: 07/12/2014

The City of New York is an Equal Opportunity Employer