



CHAIRMAN'S MEMORANDUM

NO. 6 -2006

May 23, 2006

TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS

RE: Position Vacancy

PLEASE POST FOR FACILITY STAFF'S ATTENTION

POSITION VACANCY

The Commission is looking for individuals qualified for appointment as a Correctional Facility Specialist I (CFSI), the entry level professional position at the Commission. The appointment will be provisional, pending earning of a passing score on the State Civil Service examination for the position, which shall result in permanent appointment. **All available positions are based exclusively in Albany, NY.**

As a CORRECTIONAL FACILITY SPECIALIST I the incumbent:

- conducts inspections and evaluations of plant, policies, procedures and operations of correctional facilities;
- evaluates facilities for compliance with Minimum Standards for management of correctional facilities and for care, custody and treatment of inmates;
- analyzes and develop facility staffing plans;
- views conditions of confinement and reports findings and observations;
- reviews, researches and addresses inmate complaints and grievances;
- participates in investigating unusual incidents;

New York State Commission of Correction
80 Wolf Road, 4th Floor
Albany, New York 12205
(518) 485-2346

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- provides technical assistance; and
- completes special assignments as required by the Commission.

Suitable candidates for this position have aptitudes in inspection, observation, collection of information, interview of correctional staff and inmates, objective measurement of compliance and evaluation and assessment of conditions. A CFS I performs field inspections, assessments and evaluations of facilities, using written rules and regulations, in concert with and under the guidance of a Field Supervisor.

Minimum Qualifications for a CORRECTIONAL FACILITY SPECIALIST I

Three (3) years of experience in the development or evaluation of the management, operations, or safety and security programs of a federal, state or local correctional system, which must include the interpretation and application of oversight rules and regulations governing these systems. To qualify, this experience must have been in one of the following program areas:

- essential services delivery
- security systems
- staffing level and deployment plans
- accreditation
- facilities (physical plant) planning and development
- medical or mental health care
- classification of inmates
- investigation into unusual incidents
- correctional emergency preparedness and response
- correctional training programs

A minimum of 30 semester credit hours of college course work may be substituted for one year of experience.

Non-qualifying experience: Experience as a correction officer, correction counselor, police, peace or probation officer, or correctional or law enforcement training officer will NOT be considered qualifying experience, nor will experience as an auditor of accounting or financial systems.

Extensive travel throughout New York State is required of incumbents of this position. A CFS I is required to be in the field a minimum of eight (8) days per month. The Commission provides vehicles from a pool of agency cars, and meals and lodging are paid for by the Commission. In-service training is provided on a variety of issues, and other training can be obtained if appropriate to the position and in the best interests of the Commission in carrying out the agency mission.

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For more information about the Commission, you may visit the Commission's web site at:

www.scoc.state.ny.us

The starting salary for a CFS I is currently \$46,756. Anyone interested should contact Carolyn Gressick at the Commission's Office of Human Resources, (518) 485-7696.

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Daniel B. Reardon, Commissioner