

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 2462500**

**Chief of Correctional Program Research, Grade 25**

Brief Description of Class

Chiefs of Correctional Program Research direct a research unit in the preparation of research reports and statistical analyses, program evaluations and federal grant applications. Incumbents supervise subordinate research staff in the statistical analysis and evaluation of program activities.

These positions are classified at the Department of Corrections and Community Supervision (DOCCS) Main Office.

Distinguishing Characteristics

*Chief of Correctional Program Research:* supervisory level; supervises subordinate research staff in the statistical analysis and evaluation of DOCCS programs.

Related Classes

Program Research Specialists plan studies; collect and analyze data; prepare research reports, evaluate programs, report findings on current or proposed operating programs and on policies and legislation related to such programs to evaluate actual or potential effectiveness in achieving program objectives, and to provide advice and consultation to management officials on operating programs.

Illustrative Duties

Designs, produces, and ensures statistical accuracy of the DOCCS statistical reporting systems.

- Supervises the preparation of annual, monthly, and quarterly statistical reports on incarcerated population.

- Provides technical assistance regarding complex projection methodology used by DOCCS in developing forecasts of future trends in commitments, releases, and custody populations.
- Analyzes the impact of proposed and actual statutory changes and major DOCCS program initiatives.
- Designs program monitoring systems in concert with DOCCS operations staff, develops data collection instruments, compiles and analyzes data, conducts site visits, and prepares monitoring and evaluation reports.
- Prepares federal grant applications and status reports in concert with DOCCS operations staff.
- Performs special project activities at the direction of the Executive staff in such areas as foreign born incarcerated individuals.
- Prepares the Department's annual recidivism study that tracks incarcerated individuals released by the Department in a calendar year to determine what percentage of them return to DOCCS custody within three years of release, as well as follow-up studies of participants in major DOCCS programs.

Represents the Director and Assistant Director of Program Planning and Research in meetings with various Department management staff, other criminal justice agencies, and the Division of the Budget.

- Maintains a liaison relationship with other criminal justice agencies research staff to ensure effective coordination with those agencies.
- Maintains liaison relationships with Federal and State funding agencies regarding DOCCS grant program.
- Maintains liaison relationship with Immigration and Custom Enforcement (ICE) and the Immigration Court regarding DOCCS foreign born incarcerated population.

Directs and supervises a research unit.

- Directs the work of the Program Research Specialists assigned to the unit, ensuring timely and accurate reports and appropriate coordination with other DOCCS operating divisions.
- Assigns work, monitors completion, evaluates performance, develops work priorities, and monitors time and attendance.
- Provides training to subordinate staff.

- Makes recommendations for staff development.

### Minimum Qualifications

#### *Chief of Correctional Program Research*

Promotion: one year of permanent service as a Program Research Specialist 3 (Criminal Justice).

Open Competitive: a Ph.D. or all but dissertation degree in criminal justice, criminology, statistics, psychology, political science, or sociology, including fifteen credit hours in research methods, statistics, and/or computer data analysis; AND three years of experience in crime-related or delinquency-related research, at least one year of which must have been as the leader or chief of a research project.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 7/2021

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