

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

Classification Standard

Occ. Code 8270510

Ministerial Program Coordinator, Grade 23

Brief Description of Class

The Ministerial Program Coordinator is the highest-ranking religious faith representative within the Department of Corrections and Community Supervision (DOCCS). Incumbents assist the Department in ensuring incarcerated individuals receive appropriate religious accommodations in accordance with Departmental policy and the minimum provisions for each faith group.

Distinguishing Characteristics

Ministerial Program Coordinator: advanced performance level; provides guidance and assistance to Ministerial Services and Executive staff at correctional facilities within an assigned geographical location; serves as a liaison between local and regional religious leaders, community groups, ecumenical organizations, Central Office staff, and the Director Ministerial Family & Volunteer Services; researches information on various faiths and emerging religions; and provides assistance to the Director and Assistant Director in the development and facilitation of training.

Illustrative Tasks

Works with the Division of Ministerial, Family and Volunteer Services Central Office staff, facility Chaplains, Counsel's Office, and facility Executive teams to exchange information and help develop policies and training.

Serves as the contact person for religious/interfaith issues and answers inquiries from staff at assigned facilities.

Develops and facilitates trainings for Chaplains and other facility staff including Chaplain hub, major faith, and new Chaplain trainings.

Develops the Department Religious Holy Day calendar by working with endorsement bodies and other religious entities to accommodate appropriate religious tenets.

Conducts meetings to discuss emerging Ministerial Services matters, and with community leaders and ecumenical groups.

Provides direction to Chaplains to ensure religious accommodation of all faith groups are met and comply with religious policies and Department directives.

Responds to correspondence and inquiries from facility Executives and staff regarding issues about religion.

Prepares responses on behalf of the Governor, DOCCS Commissioner and Deputy Commissioner for Program Services, to incarcerated individuals, religious groups, or other community members on religious matters.

Assists facility Chaplains with the recruitment of religious volunteers to meet the religious needs of the incarcerated individual population at assigned facilities.

Reviews monthly Chaplain reports and follows up as needed; prepares reports and presentations for Executive review.

Conducts site visits at assigned facilities to ensure compliance with applicable Department directives and Ministerial policies, resolve emergency religious issues, and provide a report of findings to the Assistant Director for follow-up or corrective action.

Works closely with appropriate community entities/endorsing bodies on religious dietary food matters to provide guidance to the Correctional Food & Nutritional Services Director and Correctional Facility Food Administrators, to ensure the incarcerated individuals' religious dietary requirements are met.

May provide pastoral and worship services of their respective faith groups during regular visits and when a Chaplain of that faith is not available in a facility.

Minimum Qualifications

Ministerial Program Coordinator

Non-competitive: two years of permanent, full-time (or equivalent) service as a Chaplain in DOCCS.

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.

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