

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

Classification Standard

Occ. Code 2463100

Director Program Planning, Evaluation, and Research, M-4

Brief Description of Class

The Director Program Planning, Evaluation, and Research serves as a manager of the four operating units of the Division of Program Planning, Evaluation, and Research: Program Evaluation, Program Development, Statistical Records, and Empirical Analysis. The incumbent is responsible for overseeing the data compilation and preparation of research and statistical reports, analyses, and projections.

This position is classified at the Department of Corrections and Community Supervision (DOCCS) Main Office.

Distinguishing Characteristics

Director Program Planning, Evaluation, and Research: single position class; serves as the highest level managerial position in the Division of Program Planning, Evaluation, and Research; supervises a diverse staff consisting of advanced research and policy analysts, professional data processing staff, as well as clerical and secretarial support staff.

Related Classes

Program Research Specialists plan studies; collect and analyze data; interpret and report findings on current or proposed programs, policies, and legislation related to such programs to determine the actual or potential effectiveness in achieving objectives; identify weaknesses in programs and make recommendations for modifications; and provide advice and consultation to agency management on program operations.

Illustrative Duties

Provides direct supervision to the senior management team of the Division on a daily basis to ensure effective coordination of staff activities and effective utilization of resources.

- Determines the agency's research priorities and develops a system of attaining these goals.
- Reviews each of the research reports prepared by staff.
- Reviews statistical updates that are prepared on a monthly and/or quarterly basis and distributes this material to a target audience.
- Assumes responsibility for staffing the Division and deploying its resources to meet programmatic obligations.
- Ensures that the research and analysis performed by the Division meet the highest standards of quality, accuracy, and utility and relevance to target audience.

Develops and monitors incarcerated population projections to identify trends in numerous variables that affect DOCCS incarcerated population, including admissions (new commitments and returned parole violators); releases (by the Board of Parole, conditional release and maximum expiration of sentence); arrests, indictments and convictions; and productivity of the judges and district attorneys who participate in the prosecution of criminal cases in New York State's Supreme Court system.

- Develops and refines a projection methodology that utilizes data to estimate changes in DOCCS's incarcerated population.
- Prepares short-term and long-term projections for fiscal and program planning purposes.
- Monitors projected demand for prison bed space against actual demand on a continuous basis, and updates demand projections as required.
- Coordinates research through supervision of tracking all releases for a three-year period to determine their recidivism rate.

Serves on committees of inter-agency groups responsible for incarcerated population projections.

- Co-chairs an interagency committee, along with the Deputy Commissioner, including representatives from the Division of the Budget (DOB), the Division of Parole (Parole), and the Division of Criminal Justice Services (DCJS) on incarcerated population projections.
- Chairs the technical subcommittee, which is responsible for developing recommended projections for committee review.

- Acts as the DOCCS liaison with the Bureau of the Census on incarcerated individual issues which include coordinating with two federal regional offices to complete a form for each incarcerated individual under DOCCS custody at the time of the decennial count of all Americans.

Prepares projections of the potential impact of all proposed legislative changes in concert with DOCCS Counsels Office and staff from other criminal justice agencies.

- Monitors and computes the actual impact of enacted legislative changes.
- Incorporates the assessments of potential and actual legislative changes into DOCCS population projections.
- Serves as DOCCS research representative on inter-agency legislative planning groups that consider possible statutory revisions.
- Collaborates with program administrators in developing plans for the completion of statutorily mandated annual reports to the Legislature.

Functions as DOCCS representative on inter-agency task forces created by the Director of Criminal Justice Services.

- Serves as the research representative for DOCCS on the DCJS Re-Entry Task Force.
- Co-chairs the Research Support Group for the Governor's Sentencing Commission.

Responds to scheduled and ad-hoc information requests from executive staff.

- Prepares a statistical briefing book for executive use prior to DOCCS's legislative hearings which serve as a basic resource in the annual budget cycle.
- Responds to ad hoc information requests from Main Office Executive staff.
- Oversees the Divisions response to data requests from facility Superintendents.
- Works closely with DOCCS Director of Public Information on the Department's monthly report to the Governor, press releases, and frequent information requests.
- Coordinates the completion of information requests from DOCCS Counsel's Office relative to pending litigation.

Supervises the Division's operational research components.

- Oversees the Division's operational research activities regarding foreign born incarcerated individual issues, including DOCCS ongoing interactions with the Executive Office of Immigration Review, the Bureau of ICE (formerly Immigration and Naturalization Services), and the Division of Parole.
- Reviews all research requests, over 100 annually, from external groups and individuals in accordance with the Department's Directive on Research Studies and Surveys.
- Oversees the division's operational research responsibilities regarding DOCCS unusual Incident data system.

Oversees the submission of all federal funding applications.

- Coordinates DOCCS ongoing efforts to secure federal funding.
- Supervises the completion and transmittal of all federal grant applications to the Commissioner for review and signature prior to submission to the federal funding agencies.
- Coordinates with various federal and State administrative agencies regarding federal grants.

Minimum Qualifications

Director Program Planning, Evaluation, and Research

Promotion: one year of permanent service as an Assistant Director Program Planning, Evaluation, and Research; or two years of permanent service as a Chief of Correctional Program Research.

Open Competitive: bachelor's degree and eight years of research/planning experience directed towards the development of management information systems for a major organization, three years of which must have been at the Assistant Director level with overall responsibility for either a major organizational division or as second in command of the organization. A master's degree in criminal justice or a related field may replace one year of general experience. A Ph.D. in criminal justice or a related field may replace two years of general experience.

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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