

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

Classification Standard

Occ. Code 2813110

Gender Violence Prevention Specialist 1, Grade 18 2813110
Gender Violence Prevention Specialist 2, Grade 23 2813120
Gender Violence Prevention Administrator, M-1 2813130

Brief Description of Class Series

Gender Violence Prevention Specialists interact with local domestic and gender-based violence service providers, survivors and stakeholders to implement, research, and conduct policy development for statewide and local program initiatives. They also plan, organize and direct training, educational programs, and public awareness campaigns. These positions are found in the New York State Office for the Prevention of Domestic Violence.

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

Gender Violence Prevention Specialist 1: full performance level; may supervise clerical staff, reports to Gender Violence Prevention Specialist 2.

Gender Violence Prevention Specialist 2: first supervisory level; supervises Gender Violence Prevention Specialists 1 and clerical staff.

Gender Violence Prevention Administrator: second supervisory level; supervises Gender Violence Prevention Specialists 2 under the general direction of the Executive Director.

Illustrative Duties

Gender Violence Prevention Specialist 1

Determines priorities for programs relating to domestic and gender-based violence training and prevention education; provides technical assistance to state and community agencies in the preparation and development of family and gender-based violence training or prevention programs; develops curricula and training materials; conducts gender-based and family violence prevention training; collects and evaluates

relevant data including films, tapes, curricula, training materials, journal articles, and other literature; assists in the development of public education materials, publications, web pages and public awareness campaigns; prepares grant proposals; and evaluates and analyzes training success.

Gender Violence Prevention Specialist 2

Develops and implements domestic and gender-based violence prevention programs in various state agencies and community organizations; provides technical assistance to organizations administering domestic and gender-based violence prevention programs; designs, develops and updates training curricula; conducts trainings; prepares and reviews reports and program evaluations; prepares grant proposals; manages grant contracts with community groups; and performs the full range of supervisory duties such as performance evaluations and time and attendance.

Gender Violence Prevention Administrator

Supervises the development of statewide domestic and gender-based violence prevention policy priorities; assesses training needs, develops curricula and establishes training objectives; supervises program planning and development; contracts with and manages outside consultants and vendors; directs research projects; approves grant proposals and revisions; provides technical assistance to state and local agencies and community groups; manages fiscal compliance with NYS Division of the Budget and Office of the State Comptroller requirements; and performs the full range of supervisory duties such as performance evaluations, time and attendance, and staff performance standards.

Minimum Qualifications

Gender Violence Prevention Specialist 1

Non-competitive: six years of experience* in domestic or gender-based violence programs, including work in human services, government, training and education, public policy or public affairs.

Gender Violence Prevention Specialist 2

Non-competitive:

1. seven years of experience* in domestic or gender-based violence programs, including work in human services, government, training and education, public policy or public affairs; or
2. one year of permanent service as a Gender Violence Prevention Specialist 1.

Gender Violence Prevention Administrator

Non-competitive:

1. eight years of experience* in domestic and/or gender-based violence programs, including work in human services, government, training and education, public policy, or public affairs. One year of this experience must have been at a supervisory level. Or
2. one year of permanent service as a Gender Violence Prevention Specialist 2.

*Substitutions: A bachelor's degree may substitute for four years of specialized experience; a master's degree may substitute for five years of specialized experience; or a Ph.D. may substitute for six years of specialized 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.

Date: 11/2021

CM