

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

Classification Standard

Occ. Code 2874980

Director Security Staffing Project, M-3

Brief Description of Class

The Director Security Staffing Project oversees the overall operation of a Security Information and Staffing Unit. The incumbent supervises staff evaluating and analyzing security staffing operations for multiple facility categories for an agency with Statewide facility presence.

This position is classified in the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Director Security Staffing Project: single position class; member of the executive level management team; analyzes and evaluates security staffing operations for correctional facilities in New York State.

Illustrative Duties

Oversees the daily operations of DOCCS Security Information and Staffing Unit. The Security Information and Staffing Unit analyzes security services and staff deployment at New York State Correctional Facilities identifying deficiencies, responding to requests for analysis, and recommending corrective action.

- Analyzes and reviews security at the NYS DOCCS facilities.
- Responds to State DOCCS staff requests for facility security evaluations.
- Identifies correctional facility operational staffing deficiencies and surpluses.
- Identifies facility staffing needs for the Deputy Commissioner for Facility Operations.
- Recommends facility staffing policy changes to the Deputy Commissioner for Facility Operations.

Supervises subordinate staff.

- Provides supervision, guidance, and oversight to subordinate staff, and intervenes and resolves problems as necessary.
- Determines and oversees staff assignments.
- Approves leave and tracks time and attendance.
- Reviews, monitors, and evaluates staff performance.
- Completes performance evaluations.
- Identifies training needs and arranges for provision of training.
- Manages and directs program activities by setting priorities and deadlines.

Reviews staff overtime at all facilities.

- Monitors security overtime analyzing the cause and identifying and recommending areas for possible reductions.
- Implements corrective action to reduce overtime.
- Reviews proposals for security staff post changes.
- Reviews Security Information and Staffing Unit staff activities to uncover excessive overtime and staff absenteeism.

Assists in the preparation of the annual budget required for the operation of correctional service facilities.

- Reviews with the Deputy Commissioner for Facility Operations facility operations initiatives identified and submitted as part of the agency budget request.
- Prepares supporting documentation to justify budget requests.
- Provides the Division of Budget with necessary security staffing information in support of the annual budget request.

Provides technical support to facility staff on all necessary staff deployment issues.

- Coordinates daily security staffing concerns with facility Superintendents and the Deputy Commissioner for Facility Operations.

- Regularly meets with facility Superintendents on staffing and overtime issues.
- Oversees on a regular basis, at least weekly, the preparation of reports for the Deputy Commissioner for Facility Operations.

Recruits, trains, and supervises all staff in the Security Information and Staffing Unit.

- Interviews candidates for positions within the Security Information and Staffing Unit and makes the final selection determination.
- Selects employees for special assignments within the unit.
- Reviews performance of employees in the Security Information and Staffing Unit and recommends employees for training, counseling, and disciplinary action.

In partnership with management information system staff, develops specific computer based information programs for staffing operations.

- Determines program requirements and parameters.
- Provides technical assistance and training on information systems to staff.
- Reviews the accuracy and effectiveness of reports to determine if they are meeting the needs of facility personnel.

Minimum Qualifications

Director Security Staffing Project

Promotion: one year of permanent service as a Correctional Staff Deployment Specialist.

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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