

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

Classification Standard

Occ. Code 7928800

Assistant Director Correctional Industries Management, M-3

Brief Description of Class

The Assistant Director Correctional Industries Management is responsible for all budgeting, fiscal, cost accounting, general ledger accounting, shipping and warehousing, and personnel and labor relations activities within the Correctional Industries Program (Corcraft).

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

Distinguishing Characteristics

Assistant Director Correctional Industries Management: single position class; responsible for all administrative activities within the Division of Correctional Industries.

Illustrative Duties

Directs the Accounting Unit.

- Supervises the Associate Accountant in charge of the Financial Management Unit and plans and prioritizes assignments for the Unit.
- Develops and/or reviews and approves procedures related to the Cost Accounting System, such as raw material inventories, finished good inventory, and work in process inventory.
- Reviews various financial analyses prepared by staff accountants concerning cost accounting activities, such as effects of longer workdays on production, sales, and profit levels; inventory valuations; and make/buy decisions.
- Approves all selling prices of Corcraft products.
- Develops policy bulletins and directives regarding the Financial Management System.

- Reviews policy and procedure recommendations presented by the Head Account Clerk regarding customer billing and maintenance of accounts receivable.

Directs the Budgeting Unit.

- Plans and prioritizes general assignments for the Budgeting Unit.
- Responsible for development and approval of the Division's overall Budget Request.
- Provides direction to the Unit for the development of the Division's Financial Plan for review by the Director.
- Reviews and makes recommendations for the Director concerning allocation of funds for Central Office and all facilities.
- Develops and reviews recommendations on fiscal policy and procedures relative to cash flow in the Division.
- Develops and implements procedures to improve cash flow through overall control and management of revenues and disbursements.
- Approves customer discounts recommended by Deputy Director of Marketing and Sales after analyzing the effect of discount on net profits.

Directs all shipping and warehouse activities.

- Monitors shipping activities to ensure that backlogs are within acceptable levels.
- Resolves operational problems involving sales, manufacturing, and distribution activities by setting priorities and ensuring priorities are met in a timely manner.
- Resolves operational problems involving inventory controls.

Directs the General Ledger Accounting Unit.

- Supervises the Senior Accountant in charge of the General Ledger System.
- Plans and prioritizes program assignments for the Unit.
- Reviews and approves recommended chart of accounts developed by Unit.
- Reviews and approves design and documentation for the General Ledger Accounting System developed by the Unit.

- Reviews periodic financial statements and reports which are prepared by the Unit.
- Assesses the financial status of individual shops and facilities, and the overall financial position of the Division.
- Makes recommendations to the Director concerning steps to improve financial status of various facilities and shops.
- Reviews recommended accruals and cost allocation entries to determine effect on net income.
- Ensures that general ledger financial reports are prepared in accordance with generally accepted accounting principals (GAAP).
- Reviews variance reports and investigates reasons as to variance and recommends corrective action required, as necessary.

Liaisons with Department Personnel and Labor Relations Offices.

- Prepares all Division personnel proposals.
- Reviews all new appointments of Division personnel.
- Ensures that the Division is compliant with the requirements of all performance evaluation systems.
- Ensures compliance with the Diversity Management Program.
- Maintains contact with DOCCS Budget Unit concerning fill levels, new positions, transfers, reclassifications, pending items, etc.
- Assists in the process of all requests and documentation for recommending employee discipline.
- Receives grievances for Central Office employees and resolves at first step, if possible.
- Works with Training Academy staff in developing and implementing training programs for Industries Central Office and facility civilian staff.
- Monitors Division employees time and attendance to ensure adherence to Department guidelines.
- Meets with representatives of the Department's Security Staffing Unit to develop and review security staffing requirements for Corcraft shops.

Directs Management Information Services.

- Supervises the Supervisor of Data Processing and plans and prioritizes assignments for that Unit.
- Provides overall project management including estimating time and materials, hardware utilization, and resource allocation for MIS projects.
- Overall responsibility of the Division's computer network, both Statewide and in Central Office.
- Provides administrative oversight for MIS, such as budget review for software development or new equipment.
- Reviews project plans provided by the Unit to ensure the goals of MIS are consistent with the Division's goals.

May assume the responsibilities of the Director of Correctional Industries and Industrial Training, when necessary.

Minimum Qualifications

Promotion: one year of permanent service in the New York State Department of Corrections and Community Supervision as a Principal Accountant; or two years of permanent service as an Institution Steward, Associate Budgeting Analyst, Associate Accountant, or Internal Auditor 2.

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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