

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

Classification Standard

Occ. Code 8700600

Director Prison Rape Elimination Act Compliance, M-3

Brief Description of Class

The Director Prison Rape Elimination Act (PREA) Compliance serves as the assistant Agency-wide PREA Coordinator for the Department of Corrections and Community Supervision (DOCCS). This position is responsible for PREA compliance activities and assists the Associate Commissioner with developing and implementing programs and policies in areas relating to PREA compliance and reduction of sexual abuse and sexual harassment in correctional facilities.

Distinguishing Characteristics

Director PREA Compliance: reporting to the Associate Commissioner for PREA Compliance, develops, implements, and oversees Agency efforts to comply with PREA standards in all correctional facilities; supervises professional and support staff, in both Central Office and correctional facilities, assigned to PREA compliance.

Illustrative Duties

Oversees PREA compliance activities in New York State correctional facilities and community confinement facilities; develops and implements strategies to reduce incidents of sexual abuse and sexual harassment.

- Oversees PREA audit compliance activities including audit scheduling, auditor procurement, and general management; conducts standards compliance assessment site visits in preparation for PREA compliance audits.
- Works in collaboration with executives and facility leadership to develop and implement facility-specific corrective action plans resulting from an audit, facility self-assessment, site visit, or other PREA compliance-related activity.
- Develops and implements a system for annual PREA assessments to ensure that compliance with the PREA standards is maintained between audit years.

Supervises and provides direction to Assistant Deputy Superintendents who serve as PREA compliance managers at assigned facilities, as well as Correctional Facility Operations Specialists within Central Office.

Works with staff to prepare the response to the annual Bureau of Justice Statistics Survey of Sexual Violence; works with staff at assigned facilities to enable staff from federal agencies to conduct the National Inmate Survey.

Drafts responses for the Associate Commissioner relative to correspondence from incarcerated individuals, public officials, and the public.

Oversees and implements procedures regarding the sexual abuse incident reviews.

Works with the Training Academy and other offices to implement employee training and education initiatives for incarcerated individuals.

Participates in data review including recommending enhancements to data collection and analysis; prepares reports by summarizing findings from the data review and corrective actions recommended for each facility, as well as the Agency as a whole.

Minimum Qualifications

Non-competitive: Either 1. Two years of service as an Assistant Deputy Superintendent or three years of service as a Correctional Facility Operations Specialist. Service in each title must be specific to PREA compliance; or 2. A bachelor's degree and six years of experience in a state, local, juvenile or private correctional setting. Three years of the experience must have been as a PREA Coordinator or PREA Compliance Manager and three years must have been at a supervisory level. A J.D. or master's degree may substitute for one year of the general experience in a correctional setting.

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 the work that might be appropriately performed by a class. The minimum qualifications above are those 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: 8/2021

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