



## CIC | DC Corrections Information Council

### POSITION VACANCY ANNOUNCEMENT

<b>ANNOUNCEMENT NO:</b> CIC 0022024	<b>POSITION TITLE:</b> Administrative Program Analyst
<b>OPENING DATE:</b> 07/29/2024	<b>CLOSING DATE:</b> Open until filled
<b>SALARY:</b> \$ 80,784	<b>TOUR OF DUTY:</b> Monday - Friday: 9 AM - 5:30 PM
<b>NO. OF VACANCIES:</b> One (1)	<b>OFFICE:</b> Corrections Information Council (CIC)
<b>TYPE OF APPOINTMENT:</b> Full-Time/ Term	<b>LOCATION:</b> 1400 I ST. NW, Suite 400 Washington, DC 20005
<b>AREA OF CONSIDERATION:</b> Open to the Public	<b>DURATION OF APPOINTMENT:</b> At-Will

This position is **NOT** in a collective bargaining unit.

#### POSITION OVERVIEW

The DC Corrections Information Council (CIC) seeks to hire an Administrative Program Analyst. The CIC is an independent, District of Columbia government agency mandated by the US Congress and the DC Council to inspect, monitor, and report on the conditions of confinement at facilities where DC residents are incarcerated. This includes facilities operated by the Federal Bureau of Prisons (FBOP), the DC Department of Corrections (DOC), and private contractors.

The ideal candidate must possess superior writing skills, requiring minimal editing, and the ability to convey complex legislative and policy issues in clear, verbal or written language. A candidate should also possess a demonstrated intent or commitment to working on criminal justice issues, and a willingness to travel to carceral settings throughout the country.

#### DUTIES AND RESPONSIBILITIES

- Conduct inspections of correctional facilities: inspect all areas accessible to inmates; observe and assess facility operations and programs; examine documents, records, and procedures; and gather information from agency or facility staff.
- Conduct confidential interviews of inmates and returning residents to gather information on conditions of confinement.
- Write facility inspection reports, thematic reports, information sheets, and annual reports.
- Update tracking systems used to assess and analyze agency recommendations.
- Communicate with family members and public stakeholders regarding issues affecting conditions of confinement via telephone and email, and document communications according to records retention practices.
- Research local and international best practices related to incarceration, rehabilitation, and reentry to inform and update internal agency standards, metrics, and protocols.



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- Attend external trainings, work groups, and conferences for professional development relative to agency metrics.
- Coordinate travel accommodations and logistical efforts as needed for agency objectives.
- Assist with human resource issues, such as completing documents, managing internal personnel documents, engaging in interagency communications, and records management.
- Duties as assigned to collaboratively execute agency goals, projects, and initiatives at the request of the CIC Board and supervisory staff.

### SKILLS AND QUALIFICATIONS

- Bachelor's degree in human resources, business administration, or a related field is preferred.
- Demonstrated interest and experience in criminal justice, public service, and local and federal government, or a related field.
- Excellent written and verbal communication skills. Must demonstrate an understanding of clear grammar, tone, style, and organization, and experience with MS Office Suite and Adobe applications.
- Ability to provide and receive constructive reviews of written work-product.
- Excellent research and analytical skills.
- Ability to work effectively within independent or team environments.
- Ability to work 40 hours per week, including occasional evenings and weekends.
- Must be able to travel three to six days per month.
- Ability to navigate challenging situations with diplomacy and respect.
- Time management skills and an ability to balance multiple responsibilities.
- Familiarity with Excel, Ragic, and other data management software is preferred.

### PERFORMANCE ENVIRONMENT

This is a full-time position for five days per week in-person at the CIC office in downtown Washington, DC. Remote opportunities are available for one day per week, contingent upon project requirements and supervisor approval. The position requires strong reading, research, and writing skills. The CIC is a small office where staff contributes to a variety of duties as assigned. Incumbents will work independently and collaboratively with team environments. Occasional evening and weekend availability is required. Travel is mandatory for three to six days per month, as needed. Performance expectations will be developed with the Chief of Staff.

### HOW TO APPLY

Qualified candidates should email a cover letter, resume, five-page writing sample, and three professional references to Chief of Staff Nailah Bynoe-Seabron at [Nailah.Seabron@dc.gov](mailto:Nailah.Seabron@dc.gov). Interviewees should also be prepared to complete an in-person writing assessment. Please include "Program Analyst"



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and the vacancy announcement number in the subject line. Applications received before July 8, 2024, will be prioritized.

**No phone calls**, please. Applicants will only be notified if granted an interview.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**Equal Opportunity Employer:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DIRECTOR OF THE CIC OR HIS AGENTS.**