

Class Concept

Position performs a variety of technical functions relating to the design, development, implementation and monitoring of process and impact evaluations of a criminal justice program. Position plans, designs, implements and evaluates staff work by reviewing program documentation and related literature. Position performs statistical analyses of criminal justice data sets and support the agency's data archive. Work involves supervising a program/area of specialty with statewide scope involving original research and considerable complexity and impact evaluations of programs in North Carolina by reviewing funded program descriptions, grantee performance and grantee fiscal reports; utilizes various computer programs to access information. Assists in the planning and implementation of the statewide crime prevention programs by providing relevant information from evaluation projects and by reviewing and commenting on draft plans. Work involves determining compliance with program standards and approving; denying, revoking, or suspending a decision or activity; and coordinating the revision of the standards, processes and procedures. As directed, serves as a liaison to criminal justice agencies, organizations and associations. Work involves determining compliance with program standards and approving; denying, revoking, or suspending a decision or activity; and coordinating the revision of the standards, processes and procedures. Work at this level involves discretionary judgement in developing and interpreting policy, procedure, and program objectives. Position may supervise a statewide program and staff with varied and unrelated functions.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of applicable criminal justice and law enforcement procedure.
- Considerable knowledge of terminology, assigned program and personnel policies and procedures.
- Considerable knowledge of research standards.
- Ability to organize and supervisor the work of others.
- Ability to analyze and interpret organizational and procedural problems and to make changes in existing systems, and set work priorities.

Minimum Education and Experience

Master's degree, preferably in the area of criminal justice or training, from an appropriately accredited institution and three years of administrative and professional experience in criminal justice or law enforcement as it relates to the area of assignment; or

Bachelor's degree, preferably in criminal justice, sociology or closely related area, from an appropriately accredited institution and five years of administrative and professional experience in criminal justice or law enforcement as it relates to the area of assignment; or

Associate's degree in criminal justice or closely related area from an appropriately accredited institution, and six years of administrative and professional experience in criminal justice or law enforcement as it relates to the area of assignment; or an equivalent combination of training and experience.