

### Class Concept

This is consultative work as a program specialist in the research, promotion, and development of programs for funding by federal grants in the criminal justice system at the state and local levels. Employees in this class serve as program specialists and consultants, and assist higher level planners in evaluating grant requests and in the development of new projects to meet deficiencies and increase the effectiveness of current programs. Employees investigate current projects and needs in order to determine means to improve on-going and future programs; coordinate with state and local officials to develop projects consistent with current methodology; and recommend the funding of projects. Work is performed under the general supervision of the program planner and the agency Assistant Director or Director, and is evaluated through conferences and written reports.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of the principles and administration of effective programs in the criminal justice system in the area of specialization.
- Working knowledge of the methodology and techniques of planning and research as they apply to evaluating, designing, and developing a variety of types of projects for the criminal justice system.
- Working knowledge of trends, developments, and theories in law enforcement and the criminal justice system.
- Working knowledge of the existing system of criminal justice programs in the area of specialization.
- Working knowledge of the principles and priorities of public administration.
- Ability to analyze and interpret organizational, program, and procedural problems and to recommend alternatives to existing systems.
- Ability to effectively convey ideas, in oral and written forms, on planning and development to criminal justice personnel.
- Ability to establish and maintain effective working relationships with governmental agency and unit personnel, with policy-makers, and with the general public.

#### Minimum Education and Experience

Bachelor's degree in a field related to the area of specialization, preferably including course work in methods of social research, from an appropriately accredited institution and two years of experience in a field directly related to the specific program assignment; or an equivalent combination of education and experience.