

Class Concept

This is specialized and professional work in planning, coordinating, promoting, and developing 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. Employees evaluate current criminal justice programs and research and identify deficiencies and needs in their program area; develop and evaluate grant applications and consult with state and local officials to design and implement criminal justice programs; examine on-going projects to evaluate project effectiveness; and develop phases of the State Plan to assure future usefulness and efficiency of programs. Employees usually supervise lower level planners or assistants. Duties are performed under the general direction of the agency Director and are reviewed through periodic conferences and reports.

Recruitment Standards

Knowledge, Skills, and Abilities

- General knowledge of the principles and practices of public administration.
- Thorough knowledge of the principles and administration of effective programs in the criminal justice system in the area of specialization.
- Thorough 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.
- Thorough knowledge of trends, developments, and theories in law enforcement and the criminal justice system.
- Thorough knowledge of the existing system of criminal justice programs in the area of specialization.
- Ability to analyze and interpret organizational, program, and procedural problems and to recommend alternatives to existing systems.
- Ability to direct and review the work of others.
- Ability to effectively convey ideas, in oral or written form, on planning and development to state and local government personnel.
- Ability to establish and maintain effective working relationships with interested organizations, agencies and individuals.

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 four years of experience in a field directly related to the specific program assignment; or an equivalent combination of education and experience.