

Class Concept

This is administrative and managerial work assisting in directing the activities of Rehabilitative Programs and Services. Work in this class includes developing, implementing, and monitoring correctional interventions for offenders in facilities and supervision within the community. Employees are responsible for planning, directing, coordinating, and managing operations in Rehabilitative Programs and Services. Work also includes statistical analysis, human resources, budgeting, purchasing, contract management, and supervision.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of strategic planning, criminal justice policy analysis, statistical analysis and evaluation, research, and program development.
- Considerable knowledge of the trends, developments, and theories in the field of criminal justice
- Considerable knowledge of sentencing laws and other criminal justice policies and procedures.
- Ability to organize and manage advanced work performed by computer consultants, applications programmers, research and evaluation analysts, statisticians, and planners.
- Ability to develop policies and directives.
- Ability to research, analyze and interpret organizational, program and procedural problems, develop solutions, and recommend alternatives to existing systems.
- Ability to build collaborative relationships with internal and external customers.
- Ability to lead and supervise staff.
- Ability to communicate clearly and concisely in oral and written form.

Minimum Education and Experience

Master's degree in urban and regional planning, public administration, criminology, sociology, psychology, economics; or related coursework in statistics and research methodology from an appropriately accredited institution and four years of supervisory/administrative management experience, one of which must have been in program planning or evaluation and/or collection and analysis of economic and social data and information; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.