

### Class Concept

This position will function as an administrative level position which will be responsible for the management of a critical operation involving a unique, high risk offender population. This position will be responsible for the management of various special operations, which will combine both the SBM/ EHA/EM/CAM and Staff Training, with the responsibility of directing all operations, coordinating with program services and field operations as required to develop, recommend and implement policies and procedures as well as plan, evaluate and develop operational function necessary to support the use of all technologies. Position will serve as liaison between the Department and the various vendors; will serve as the liaison between the Department and Law Enforcement users of the Department's Crime tracking and mapping system applied to offenders monitored by GPS. The position will also be responsible for the understanding, management and provision of the guidance and technical expertise to the Division in the critical area risk and needs assessments required for the sex offender and domestic violence population. This position will serve as Vice Chair on the Division's Technology Council. This position will provide oversight of the use of any recommended technology by conducting pilot tests of electronic monitoring equipment.

This position will also plan, develop, assist in preparation of, instruct and evaluate courses of instruction for all training aspects for statewide delivery. It involves organizing blocks of instruction for in-service specialized staff development and training. This position functions as a training manager. Position is responsible for providing information, review and feedback to OSDT for changes in course content, lesson plans and writing evaluation reports. Position will also serve as a subject matter expert to assist with bid specifications and request for proposals in the area of officer safety equipment.

This position will have management and supervisory responsibilities of staff consisting of an Administrative Officer II, certified Probation/Parole Officers who have expertise in special operations, clerical and administrative support personnel, and direct Liaison for Division Field Specialist.

This position will assume responsibility for providing oversight of the statewide coordination of BASIC and In-service training for Community Corrections. Position will report to the Special Populations Administrator.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the objectives, techniques and regulations of the Intensive Probation/Parole program and the Division's Case Management system.
- Thorough knowledge of interviewing, job placement and counseling techniques.
- Thorough knowledge of the services available to the client population from public and private programs, and the court system.
- Ability to plan, administer, coordinate and supervise all intensive probation and parole activities throughout the state.
- Ability to establish and maintain effective and professional working relationships with court officials, law enforcement agencies, community agencies and the general public.
- Ability to communicate well in oral and written formats.

#### Minimum Education and Experience

Bachelor's degree in criminal justice correctional services, psychology, social work, or other related human services or criminal justice field from an appropriately accredited institution and six years of experience in probation/parole work, including two years of experience in a supervisory role; 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.

Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission..