

# **ALBEMARLE COUNTY**

## **Job Description - SAMPLE**

**Position:** Criminal Justice Planner

**Job Category:** OAR-Jefferson Area Community Corrections Employee

**Hours Required:** Full-time (35 hours)

**Reports To:** Executive Director of OAR

### **General Definition and Conditions of Work:**

Specialized, senior level planning position responsible for collecting and analyzing data from criminal justice agencies for the purpose of identifying and researching policy and programmatic changes to enhance the efficiency and effectiveness of the criminal justice system. Plans, develops, coordinates, and evaluates programs that serve adults in order to promote a range of productive and rehabilitative options for use by the Thomas Jefferson Community Criminal Justice Board (CCJB) and Evidence Based Decision Making Policy Team (EBDM). Provides logistical and staff support to the CCJB and EBDM Policy Team. Maintains communication and ongoing proactive working relationships with stakeholders in the community and partners.

Work performed under the direction of the OAR Executive Director and the CCJB. This is primarily a remote work position in which the employee must have the ability to accomplish the necessary tasks remotely. However, in person attendance for meetings, Agency functions, presentations, and similar, are required as directed and necessary.

### **Responsibilities will include:**

Develops and coordinates the planning and implementation of CCJB initiatives and activities under the direct supervision of the OAR Executive Director and the CCJB Chairperson pursuant to VA Code § 9.1-180: (Virginia Department of Criminal Justice Services standards for CCJBs)

- Advise on the development and operation of local community-based probation and pretrial services, if applicable, to divert defendants and offenders from regional or local jails.
- Assist community agencies and organizations in establishing and modifying programs and services for defendants and offenders based on an objective assessment of the community's needs and resources.
- Evaluate and monitor community programs and local community-based probation and pretrial services, if applicable, and facilities to determine their impact on defendants and offenders.
- Develop and amend the criminal justice plan in accordance with guidelines and standards set forth by the Department of Criminal Justice Services and oversee the

development and amendment of the community-based corrections plan as required by § 53.1-82.1 for approval by participating local governing bodies.

- Review the submission of all criminal justice grants regardless of the source of funding.
- Facilitate local involvement and flexibility in responding to the problem of crime in their communities.
- Do all things necessary or convenient to carry out the responsibilities expressly given in this article.

Facilitates all Community Criminal Justice Board Meetings, Agenda, and Recording of Minutes

- Regular meetings of the CCJB at a minimum shall be held quarterly.
- CCJBs shall have bylaws and the bylaws shall be reviewed every two years, at a minimum.
- The CCJB shall provide public notice of scheduled meetings in compliance with Va. Code § 2.2-3707.
- The CCJB shall ensure all meetings are open to the public in compliance with Va. Code § 2.2-3707. E. The CCJB meeting agendas shall include, at a minimum, local community-based probation performance and outcome data and reviews of the strategic planning objectives and be made available to the public in compliance with Va. Code § 9.1-180 and § 2.2-3707.
- The CCJB shall record meeting minutes for all meetings in compliance with Va. Code § 2.2-3707

#### **Core Functions:**

Works collaboratively with partners to coordinate development of a strategic work plan, policies and procedures that are updated periodically, consistent with the CCJB and EBDM mission and goals

- Implements goals, priorities, work plans, programs, and organizational structures of the CCJB and EBDM by working collaboratively with multiple programs, jails, courts, agencies, and local government departments at varying levels of management
- Assists CCJB Chair and committee chairpersons with the development and posting of agendas, meeting minutes, and other correspondence
- Researches funding options and prepares and submits grants in a timely fashion
- Coordinates grant preparation and submission among requesting departments as requested
- Monitors work plans and provides progress reports to CCJB/EBDM/OAR

Present national, state and local data effectively to enhance executive level criminal and legal system decision making.

- Researches and analyzes critical issues identified and recommends and develops documentation, policies, procedures, and materials in conjunction with the CCJB/EBDM and its committees and subcommittees
- Recommends changes and improvements to criminal justice practices & procedures incorporating concepts of continuous quality improvement and implementation of evidence-based best practices,
- Makes oral and written presentations to the CCJB, EBDM and the various local governments.
- Represents the CCJB/EBDM, as directed, in all coordinated justice system planning and data collection efforts and at local and state committee meetings, and at local and national seminars
- Collaborates with governmental, judicial, and private agencies to coordinate services and assist in the resolution of problems, questions, or requests related to services provided

Collaborates with national, state and local database managers to understand and extract usable and actionable data.

- Obtains and analyzes data and information on existing criminal justice programs, including alternative to incarceration programs.

Maintains and expands existing data governance pathways

- Ensures data integrity, data confidentiality and data security compliance with national and university standards and protocols.

#### **Knowledge, Skills and Abilities:**

- Possess specific knowledge of the criminal justice system, offender reentry, probation, pretrial, drug court, etc.
- Possess specific knowledge of data analysis, data management, and research best practices
- Possess general knowledge of human behavior, social science and rehabilitative techniques and objectives.
- Possess the ability to establish and maintain positive working relationships with the criminal legal system stakeholders, elected officials and local government officials.
- Possess the ability to establish and maintain positive and collaborative working relationships with coworkers, administrative and management staff.
- Possess the ability to collaborate with local, regional and statewide community corrections and criminal justice partners and stakeholders.
- Possess the ability to communicate effectively both orally and in writing. Ability to learn and apply new techniques and skills as trained.
- Ability to utilize a computer, email, word processing, spreadsheets and database management system.

**Education and Experience:**

Graduation from an accredited four-year college or university with major course work in criminal justice, sociology, psychology, statistical analysis, counseling or some related field. 3 plus years Post College related experience required (Advanced degree and equivalent related experience preferred)

Demonstrated knowledge of/ability to:

- Best/Evidence based practices within the field of corrections
- Project management experience with ongoing community group initiatives.
- Collate, analyze and effectively present data.
- The Virginia and local criminal legal system
- Statistical best practices and research methodology
- Project management principles and practices
- Maintain collaborative ongoing relationships with stakeholders
- Communicate effectively in writing and through verbal presentations
- Skill and proficiency with the Microsoft Office suite of products
- Demonstrated ability to work independently to meet goals and timelines
- Treat all people with respect and display a professional demeanor
- Share responsibility with all staff for the successful operation of this agency.
- Represent OAR and the CCJB positively in public at all times.
- Perform related tasks as required.