

DRAFT -- CLASSIFICATION SPECIFICATION

LAW AND JUSTICE REGIONAL PROGRAM MANAGER

GENERAL DESCRIPTION

Manages, coordinates, and provides administrative support to a program area related to law and justice systems reforms and program implementation oversight. This position would support the work of the Thurston County Law and Justice Council (TCLJC). Responsibilities include professional and technical work to support the work of the TCLJC as well as needed systems reforms and program implementation oversight. Work involves systems planning and meeting facilitation, data and policy analysis, legal and scientific research, oral and written presentation of material, management of long- and short-term projects, collection and distribution of information, program evaluation, and extensive work and consultation with entities in the local, state and federal criminal justice system.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

ESSENTIAL JOB FUNCTIONS

Through facilitation and system coordination-

Promotes the learning and practice of systemic, coordinated, strategic reform and policy planning among heads of local justice and human services agencies; helps the TCLJC members understand the significance, content, and process of reform and strategic policy planning. Provides TCLJC members with a structured process for addressing issues; and assists in developing strategic planning capacity. Guides the TCLJC through the interpretation and application of criminal justice best practices and reforms while helping the TCLJC maintain a systemic focus.

Facilitates meetings of groups, boards, committees which may be comprised of elected officials, judges, municipal and county department heads, and private sector professionals. Facilitates two-way communication between the TCLJC and other justice and human services programmatic or operational committees/task forces. Creates agendas and supports Chairs and Co-Chairs in leading agendas when necessary; address conflicts; and summarizes concepts, progress, and decisions orally and in writing. Reviews, analyzes, and evaluates deficiencies or difficulties and provides alternatives recommended course (s) of action.

Presents complex data and information in simplified and easily understood formats using tables, graphs, or other visual aids; explains theoretical concepts in simplified terms; creates presentations and documents that can be understood by non-systems persons and uses various instructional approaches as appropriate to present new concepts or information.

Develops new program areas including; goals and objectives, work tasks, and budgets. Coordinates all components of projects from beginning to end and meets projects' requirements such as deadlines, budget, and quality standards; produces deliverables; maintains a highly organized records system to provide for documentation of assigned programs.

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ESSENTIAL JOB FUNCTIONS (cont)

Reviews peer-reviewed research literature, statutes, and case law; performs process and outcome evaluation of programs and policies. Monitors new policies and legislation at the state and local levels and forecasts, using supporting data when possible, the potential impact of legislation on the local justice system. Researches and distributes information on evidence-based or best practices, published statistical reports, and locally generated analyses (e.g., yearly changes in the jail population or caseloads).

DISTINGUISHING FEATURES

The Law and Justice Regional Program Manager is distinguished by the high degree of independence, responsibility, discretion, and visibility for program administration, and by extensive work with elected officials and the public in developing policy and new programs. It is distinguished from positions such as Division Director and Section Manager by the absence of multiple program responsibilities across an entire division or section of a given department.

WORKING CONDITONS

Work is preformed primarily in an office environment. Attendance at meetings often requires working evening hours. Occasional travel may be required.

Handwritten notes:
let's let it be
magistrate
let's