



Criminal Justice Services Director

Class Code:
1061

Bargaining Unit: Non-Bargaining

CHIPPEWA COUNTY
Established Date: Jul 1, 2015
Revision Date: Nov 12, 2019

SALARY RANGE

\$35.15 - \$37.96 Hourly
\$73,112.00 - \$78,956.80 Annually

PURPOSE OF POSITION:

JOB SUMMARY

The job duties of the Criminal Justice Services Director include but are not limited to 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 adult and juvenile offenders to promote a range of productive and rehabilitative options for use by the criminal justice system. Provides logistical and staff support to the County Criminal Justice Collaborating Council (CJCC). Maintains communication and proactive working relationships with stakeholders community and CJCC partners. Manages all staff in the Criminal Justice Services Division and oversees Recovery Court, Hope House, Front-End Intervention Treatment, First Time Offender and Pretrial Supervision programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Criminal Justice Services Director might be asked to perform. This job description is to incorporate any county ordinances created for the position of Criminal Justice Services Director. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Develops and coordinates the planning and implementation of Criminal Justice Collaborating Council (CJCC) initiatives and activities under the direction of the CJCC Steering Committee.
- Works collaboratively with the CJS Division, CJCC, and partners to coordinate development of a strategic work plan, policies, and procedures that are updated periodically, consistent with the CJCC mission and goals.
- Implements goals, priorities, work plans, programs, and organizational structures of the CJS Division by working collaboratively with the CJS Division, CJCC, and multiple county departments at varying levels.

- Recommends changes and improvements to criminal justice practices and procedures in Chippewa County to the CJCC, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices, within CJS Division Programs
- Recommends programmatic, policy, procedural, or legislative changes based on the analysis of data, opinion surveys, and summary or historical research.
- Researches and analyzes critical issues identified by the CJS Division and recommends and develops documentation, policies, procedures, and materials in conjunction with the CJS Division, CJCC and its committees and subcommittees.
- Prepares operational and statistical reports to support recommendations.
- Promotes, evaluates, and coordinates consumer and stakeholder involvement.
- Communicates with community partners, committees, and subcommittees the activities and projects of the CJS Division.
- Assists CJCC chair, co-chair, and committee persons with the development and posting of agendas, meeting minutes, and other correspondence. Attends all relevant meetings.
- Represents the CJS Division, as directed in all coordinated justice system planning and data collection efforts and at local and state committee meetings and 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, including jail programming.
- Develops and recommends annual CJS Division budget, analysis of program revenue, and expenditure data and projections. Ensures accurate and timely fiscal reporting.
- Coordinates the preparation of requests for federal, state, and private grants.
- Researches funding options and prepares and submit grants in a timely fashion.
- Ensures all grants reporting requirements are adhered to.
- When requested, meets with elected officials and other stakeholders to provide updates and other information necessary to carry out the function of the CJS Division.
- Negotiates and coordinates the development of contracts, agreements, and performance based outcomes.
- Ensures compliance with federal and state contracts.
- Monitors budget, contracts, services, performance based outcomes, costs, and other factors among CJS Division programs to identify problem areas and areas of duplication and recommends refinements.
- When assigned, speaks to the community and other organizations to provide public education and information.
- Performs other related duties as assigned.

Supervisory Functions:

- Direct, supervise, coordinate, monitor and evaluate department staff tasks and procedures.
- Interview and make hiring recommendations.
- Provide instructions and training.
- Recommend employee transfers, promotions, disciplinary action, discharge and salary increases.
- Regularly supervise CJS interns.
- Oversee Recovery Court, Hope House, Front-End Intervention Treatment, First Time Offender and Pretrial Supervision programs.

Customers:

- Chippewa Falls Community
- Participants involved in the criminal justice system
- People in need of services in the community

Team Members:

- Criminal Justice Services Division employees
- Decision Makers in the Criminal Justice System and their Staff (DA, Law Enforcement, Judicial, DHS, Child Support, Sheriff, Jail, DOC, Community members and organizations, etc)
- County Leaders
- State Leaders
- Elected Officials

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's and/or Master's degree from an accredited college or university with a major in Criminal Justice, Public Administration, Social Work, Political Science, Organizational Development, or other closely related field required.
- Five (5) years recent experience working in the criminal justice system, public administration, or human services field required.
- Two (2) years recent management experience required.
- If individual has a Social Work degree, a current/valid Social Work certification for the State of Wisconsin is necessary.
- Must have demonstrated experience in strategic planning, data analysis, and program evaluation.
- Must have a valid driver's license.
- Must have a cell phone.
- Appointment conditional upon successful completion of criminal and caregiver background checks.

ADDITIONAL TASKS AND RESPONSIBILITIES:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal, state, and local county government/criminal justice systems.
- Knowledge of ethical guidelines applicable to the position as outlined by professional standards, federal, state, and local laws or ordinances.
- Knowledge and understanding of Wisconsin County, State court, and criminal justice systems, their agencies and processes.
- Maintains knowledge of approved evidence based policies and practices.
- Maintains thorough knowledge of current social and economic problems and the way in which these problems affect families and individuals.
- Excellent organizational, coordination, and interpersonal skills.
- Skill in data collection and analysis with the ability to develop and effectively present information clearly and in a compelling manner.
- Skill and proficiency with Microsoft Word, Excel, and PowerPoint.
- Ability and skills to develop, recommend, and implement effective plans and programs and objectively evaluate progress toward goals and timetables.
- Ability to work as an effective and collaborative team player.
- Ability to write and speak effectively, including the ability to conduct effective meetings.
- Ability to communicate effectively in an oral and written format.
- Ability to establish and maintain effective working relationships with consumers, staff, other

community agencies, and the general public.

- Ability to be assertive and to work and make appropriate decisions independently.
- Ability to use established research methodology to test hypotheses and present findings.
- Ability to maintain discretion regarding business-related files, reports, and conversations within the provisions of open record laws and other applicable State and Federal Statutes and Regulations.
- Ability to work the allocated hours of the position.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software, Adobe Acrobat Pro
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

KNOWLEDGE, SKILLS AND ABILITIES:

PHYSICAL AND MENTAL ABILITIES:

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

ENVIRONMENTAL ADAPTABILITY:

Work Environment:

- Works in an office setting.
- The position requires work in a controlled correctional setting.
- Ability to work flexible hours based on department need.