

## CHIEF OF PLANNING, RESEARCH, AND STAFF DEVELOPMENT - PROBATION

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner of Probation, the incumbent is responsible for the development and coordination of methods to enhance the research, planning and training programs and activities within the Department of Probation. In this capacity, the incumbent represents the Commissioner by serving as a liaison to state, federal, local and nationwide professional organizations; keeping abreast of current and changing trends in the field of criminal justice as well as developing contacts that will aid in the research and planning of various projects. The incumbent is responsible for research and preparing grant proposals; developing and evaluating current programs for cost effectiveness and job relevancy, and ensuring that they meet department objectives and current trends in the field. In addition, the incumbent will consult with the Commissioner on all policy issues in the areas of assignment. Supervision is exercised over professional and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Represents the Department at the New York State Assembly, the Criminal Justice Task Force and at other conferences and events to keep abreast of current trends in the field and potential funding sources;

Establishes and maintains communication with a network of professional groups, federal and governmental agencies to enable the research of available grants in the field of criminal justice;

Prepares grant proposals and applications to local, state, federal and private agencies to ensure that the Department's needs are being effectively sought;

Ensures that acquired grants are properly executed by monitoring and evaluating effectiveness; maintains reporting systems for review or audit by the granting agency;

Develops and implements methods of data collection and automated management information systems to enable the reporting of statistics and data that will effectively aid in planning and research efforts, as well as enable the compilation of data specific to areas of concern;

Designs studies for the evaluation of departmental programs and training efforts to determine their effectiveness; implements enhancements to services that are responsive to changing trends and departmental objectives;

Develops, plans and coordinates in-house training programs that are relevant to current trends in the criminal justice field and provides staff with techniques on how to deal with certain client populations (drug addicted, psychiatrically impaired, sex offenders, juveniles, etc.);

Maintains training records; ensures that Probation Officers are trained according to mandatory State guidelines;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares budget analyses for all categories of staff training to project expenditures and determine cost effectiveness;

Prepares the Department's Annual Report for State and County review;

Provides statistical data on Probation operations to the Commissioner and other County departments as required;

Consults with the Commissioner of Probation on policy issues regarding planning, research and training program matters;

Develops and implements a quality control system for departmental operations to enable the review and evaluation of services provided;

Reviews proposals for new programs or ventures and determines their viability relative to overall Probation strategy and available resources;

Develops strategic alternatives to make allowances for programmatic difficulties or changes within the field that would have impact on operations;

Forecasts operating schedules for program or service implementation to insure smooth operation, effective and efficient utilization of staff, and the targeting of appropriate population segments;

Oversees the County's Criminal Justice Advisory Board and related legislation with regard to Alternatives to Incarceration;

Conducts evaluative analyses of assigned program areas including policy, procedure, objectives, cost effectiveness, staff utilization, etc., and consults with the Commissioner on same;

Identifies new program needs considering overall departmental goals, community or population needs, and other relevant conditions and trends;

Directs and coordinates research studies to identify trends in the criminal justice field; prepares recommendations on same;

Develops long range planning strategies relating to the maintenance and control of information systems and their optimal utilization;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles, practices and techniques used in the field of criminal justice; thorough knowledge of laws and regulations pertaining to criminal justice operations; thorough knowledge of grant preparation including the ability to prepare a grant budget; good knowledge of community organization principles and practices; good knowledge of principles underlying human behavior, growth and development; good knowledge of trends in the criminal justice field; good knowledge of the principles and techniques of statistical, social and economic analysis as applicable to criminal justice concerns; ability to research, prepare and present ideas and reports in a concise manner; ability to evaluate statistical data and make various computations in planning probation programs and projecting costs; ability to establish and maintain effective working relationships with individuals at local, state and federal levels; ability to plan, direct and coordinate the work of others; ability to speak and write effectively and present clear and logical factual analyses; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; sound professional judgement; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree\* and six years of research and/or planning experience, three years of which must have involved working on criminal justice issues for a public agency in an administrative and/or supervisory capacity.

SUBSTITUTION: Satisfactory completion of a Master's Degree\* in Criminal Justice, Public Administration, Social Work or Sociology may be substituted for two years of the general research and/or planning experience. There is no substitution for the three years of specialized experience.

NOTE: Unless otherwise indicated, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment.