

DEPUTY DIRECTOR - OFFICE OF CRIMINAL JUSTICE PLANNING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for assisting in developing and coordinating criminal justice planning programs which involves planning, designing and directing research and analysis of delivery systems and operations; analyses of the results thereof; the development of alternative procedures, policy statements, and/or training programs to meet desired objectives. Work involves liaison with the Department of Public Safety, Corrections, Probation, as assigned, as well as local, state and federal law enforcement agencies. Supervision is exercised over a number of technical planning and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in formulating research and evaluation of proposed priorities, goals, and objectives designed to enhance the efficiency and effectiveness of available resources in law enforcement and criminal justice;

Reviews operational processes and forms necessary for the collection, storage and retrieval of operational and management data;

Coordinates and assists in the development of law enforcement programs with criminal justice agencies in developing joint planning tasks;

Designs operational or training systems and procedures to correct deficiencies;

Assists in the development of funding proposals for federal grants and the implementation and administration of such projects, when approved;

Assists in the preparation and monitoring of budgeted funds to ensure spending within cost limitations;

Responds to requests for information and assists in the preparation of public relations materials including press releases, brochures, and flyers;

Meets with interested public groups and agencies to discuss the activities of the office;

Responsible for development of public forums and seminars in various aspects of the criminal justice system;

Handles top priority and confidential studies and projects as required;

Represents the Department Head in inter-departmental meetings and conferences as required;

Supervises staff planners, program coordinators, consultants, and contract research staff;

Assumes full responsibility of the office in the absence of the Director.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the criminal justice system, its principles, purposes and techniques; good knowledge of the penal and corrections law, city, county, family, and supreme court; familiarity with the operations and problems of the various agencies dealing with rehabilitation of criminal offenders, crime prevention and detection; familiarity with those agencies concerned with prevention of juvenile delinquency; ability to program effectively and research for the development of a comprehensive Criminal Justice Master Plan; coordinate the work of a technical staff in order to accomplish such a plan; ability to organize, plan, direct and coordinate the work of others; ability to meet, speak and deal effectively with people (i.e., citizens groups, private social welfare agencies and citizens; ability to prepare effective written materials; initiative; good judgment; reliability; personal and professional integrity; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) a Master's Degree* in Public Administration, Criminology, or Criminal Justice and two years experience in police, correction or probation administration, which must have been at a supervisory level; or (b) a Bachelor's Degree* and four years of experience as stated in (a) two of which must have been at a supervisory level; or (c) graduation from a standard high school course and eight years of experience as stated in (a) four of which must have been at a supervisory level; or (d) a satisfactory equivalent combination of the foregoing training and experience.

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