

COUNTY OF SOLANO
CLASS SPECIFICATION

SHERIFF CRIMINAL JUSTICE PROGRAM SERVICES MANAGER

CLASS SUMMARY:

Under general direction, the Sheriff Criminal Justice Program Services Manager manages, organizes, directs and oversees a variety of programs and services for the purpose of rehabilitation and recidivism reduction for inmates and offenders sentenced by the Courts of Solano County. This position will be allocated only to the Sheriff's Office.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Custody Lieutenant**, a peace officer class, which plans, organizes, directs and supervises an assigned facility or major program within the Sheriff-Coroner's Office.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Manages a variety of re-entry and rehabilitation services designed to promote success and reduce recidivism for justice-involved individuals in Solano County.
 - Establishes new and/or improves existing programs and services that assess, treat, educate, and prepare justice-involved individuals for success, utilizing evidence-based principles and practices;
 - coordinates these programs with existing internal and/or external services;
 - develops and ensures quality in program design, implementation and evaluation;
 - ensures all programs are evidence-based and meet or exceed all state and federal mandates;
 - collects and evaluates program performance measures and makes improvements to existing programs to increase the likelihood of participant success;
 - develops volunteer-operated programs and services that will complement existing service providers;
 - identifies facilities, equipment, and materials needed for programs operations;
 - meets with inmate and offender groups to discuss problems, to identify community referral resources, to determine new program or service needs, etc.;
 - identifies potential grant applications; evaluates applications for suitability; provides recommendations to executive management; and leads, initiates or collaborates with other departments to develop proposals for needed services;
 - establishes policies and procedures;
 - prepares, or oversees the preparation of a variety of statistical and narrative reports for internal review, regulatory submission, and grant preparation and monitoring purposes.
- Exercises management authority for assigned services and activities and may perform managerial responsibilities such as:
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - providing input to the unit's budget; and

- monitoring goals and objectives of the unit and taking corrective actions as appropriate.
- Performs supervisory duties to direct reports (e.g. professional, technical, clerical classes, etc.) such as:
 - establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and recommending selections;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - providing career development mentoring;
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- May train staff in cognitive behavioral treatment programs.
- Provides coaching to staff to increase facilitation skills.
- Oversees the work of technical support consultants and contractors.
- Represents the Department in community outreach efforts by:
 - developing and maintaining collaborative partnerships with, for example, local educational, behavioral healthcare, drug and alcohol rehabilitation, and veteran organizations, regional and statewide organizations, and other County departments to develop, implement, and/or promote programs and services for inmates and offender's;
 - representing the Department's needs and priorities within these partnerships; and
 - speaking to groups and individuals regarding departmental activities and services.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree from an accredited college or university with a major preferably in business administration, criminal justice, behavioral/social sciences, social work or related field. A Master's degree is highly desirable.

and

Experience: Five (5) years of professional level experience administering social services programs for inmates, offenders, underserved and/or disadvantaged clients.

LICENSING/CERTIFICATION REQUIREMENTS:

Possession of or the ability to obtain a valid California Class C driver's license is required. This license must be kept current while employed in this class.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Theories, principles, and practices of modern criminal justice and corrections; familiar with current trends in criminal justice and cognitive behavioral based treatment programs used with justice involved individuals.
- Principles and practices of evidence-based and evidence-informed correctional and cognitive behavioral treatment programs, including program assessment, program development, planning, implementation, management and evaluation.
- Principles related to structure, measurements, and program evaluation to determine program delivery success and outcomes.
- Research in correctional programming including an understanding of the evidenced-based practices appropriate for specific populations as well as understanding of fidelity to the model of each practice.
- Substance abuse and mental health assessment and treatment principles; bio-psycho-social factors influencing individuals and societal incarceration patterns; educational and vocational training applicable to the justice-involved individual.
- Training necessary for staff to provide effective programming in institution and re-entry settings.
- Programming and services designed to assess, evaluate, treat, educate, and/or promote job readiness and life skills; and laws, regulations and policies applicable to inmate and offender programs and services.
- Relevant local, state and federal laws, regulations and statutes; and county ordinances, policies and procedures related to the deliverables of detention facilities and evidence-based treatment programs.
- General research methods, program quality assurance and outcomes used to measure success; principles and practices of data collection.
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for report writing.
- Principles and practices of budgeting, cost analysis, and fiscal management.
- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Request for Proposal (RFP) development, contract development and administration; grant research, identification, development and monitoring appropriate to the needs of the programs.
- Standard office procedures, practices, equipment, personal computers, and software.

Skills in:

- Supervising, evaluating, training, and developing staff and organizing and managing their work.
- Researching laws, regulations, procedures and/or technical reference materials to include those involving evidence-based programs; analyzing, evaluating and interpreting the data gathered; drawing logical conclusions; developing reasonable and deliverable options,

making appropriate recommendations; and implementing the resultant change effectively.

- Managing a variety of simultaneous work projects and carrying them through to successful completion.
- Administering contracts and grants according to designated guidelines and regulations.
- Communicating information and ideas clearly and concisely, both orally and in writing.
- Interpersonal communication necessary to work with inmates, offenders, staff, management, community stakeholders and management from other county departments.
- Working with and speaking to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establishing and maintaining effective working relationships with those contacted in the performance of required duties.
- Representing the office in meetings with representatives from local educational, behavioral healthcare, and veteran organizations, regional and statewide organizations, non-profit agencies, and other County departments.
- Preparing a variety of written communications to include reports, policies and procedures.
- Maintaining accurate records and documenting actions taken.
- Gathering and analyzing statistical data and preparing comprehensive statistical reports.
- Maintaining confidentiality of records and information per pertinent laws/regulations.
- Using modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. and this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

Employees in this class will most often be working in an office setting.

OTHER REQUIREMENTS:

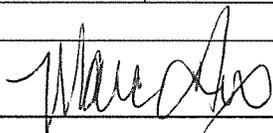
The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index

(CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.

Incumbents may be required to work in a locked facility and may require interaction with hostile and/or aggressive individual suspected of committing and convicted of violent crimes.

Incumbents are required to travel independently, for example, to meet with Department personnel and/or inmates at Solano County detention facilities, to attend meetings with community organizations, etc.

Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



Director of Human Resources

- Date Approved by the Director of Human Resources:
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors:
10/2/2018
- Class Code: 117360