



Justice Programs Analyst

Category: Classified
Pay Grade: C26
Job Code: 21880

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs professional work responsible for research, planning, policy development, and program administration related to justice services within the Justice and Consumer Services Department; provides high level administration and coordination of justice programs to ensure fiscal accountability, efficiency, and value; assists the Operations Manager and the Department Director in planning, directing, and implementing department priorities often including the pursuit and administration of grant funding, multi-jurisdictional program administration, policy development, project management, contract administration, research, and budgeting; may perform supervisory responsibility over personnel engaged in program planning or office systems; aids in budget development and monitoring, financial forecasting, office systems and automation, department purchasing, and records maintenance relating to assigned programs and projects.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Prepares and manages criminal justice programs including research, program reports, fiscal forecasting, contract amendments, setting goals and measurable objectives, and problem resolution;
- Negotiates with jurisdictions and county agencies and prepares, administers, and monitors criminal justice contracts;
- Confers with the public and government officials, serving as County liaison or contact with various state and local boards, committees, and councils associated with justice coordination;
- Initiates and oversees program operating budgets and reports and monitors spending and performance;
- Conducts complex program evaluations as needed, sometimes involving several agencies and/or jurisdictions;
- Performs project and program management covering a range of justice related areas;
- Researches, plans, and develops justice program and technology initiatives to enhance system effectiveness and efficiencies;
- Reviews and critiques other agency budgets and proposals for appropriateness of funds and duplication, recommending fund cutbacks or expansion;
- Organizes and coordinates department programs and projects, making policy recommendations on fiscal and administrative matters;
- Supervises subordinate professional and clerical employees, conducts performance reviews, and recommends the hiring and firing of staff;
- Provides research into criminal patterns, demographics, program effectiveness, and expenditures;
- Designs and maintains curriculum for the Juvenile Justice Citizen's Academy (JJCA) and facilitates JJCA regularly;
- Performs grant research, writing, implementation, management, and monitoring;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Seven (7) years of professional experience in justice administration or related field; or an Associate's degree with major course work in law enforcement, criminal justice, public administration, government, business administration, or related field and five (5) years of professional experience as described above; or a Bachelor's degree and three (3) years of professional experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the justice system processes and programs;
- Knowledge of the administration of the justice system on a state and local level;
- Knowledge of laws, rules, and regulations controlling budgetary fiscal record keeping and contract procedures;
- Knowledge of federal and state grant programs and the fiscal and regulatory procedures required in this specialized area;
- Knowledge of diverse justice system programming areas which can include, but is not limited to, judicial operations, drug court, juvenile justice, law enforcement, public safety technology, reentry, alternatives to incarceration, grants, contracts;
- Knowledge of methods and techniques involved in conducting administrative or special studies;
- Knowledge of federal, state, and local public administration, justice systems, finance, and governmental budget principles and procedures;
- Knowledge of principles and procedures of governmental budget preparation, audit, and record keeping.
- Skill in mediating problems and issues between and with countywide agencies;
- Skill in training agency personnel in grant administration;
- Ability to perform research and develop solutions on complex issues;
- Ability to prepare complex accounting and fiscal reports and statements;
- Ability to supervise and train planning and clerical staff;
- Ability to prepare clear and comprehensive reports, recommendations and proposals, verbally and in writing;
- Ability to work independently on complex tasks, analyze and solve administrative problems and render advice or assistance to the County Administrator and local agency directors;
- Ability to use Microsoft Office Word, Excel, various computer applications, online resources and office automation.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.