



## **CRIMINAL JUSTICE PLANNER**

**343**

Jamestown  
1607

**DEPARTMENT:** Community Services/Colonial Community Corrections

### **NATURE OF WORK:**

This is a professional position which requires initiative and independent action. Plans, researches, develops, implements, and evaluates criminal justice agencies, programs, and services operated by six jurisdictions served by Colonial Community Corrections.

Work is performed under the general supervision of the Manager of Community Services in accordance with goals established by the Colonial Community Criminal Justice Board (CCCJB). Requires considerable interaction with State and local criminal justice system officials.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Provides assistance, information and staff support by planning, researching, analyzing, and evaluating operational and organizational procedures and goals and objectives to achieve maximum utilization of the organization's resources.

Develops and implements the Criminal Justice Plan, by assisting CCCJB committees with the development of their purpose, strategies, goals and objectives as related to the Criminal Justice Plan.

Coordinates and oversees CCCJB committees, to include scheduling meeting dates and locations, notifying committee members of meeting dates and actions, coordinating and developing meeting agendas and attending all meetings in furtherance of the Board goals. Forms, coordinates, and participates on relevant and necessary ad hoc committees to work on special projects for more efficient attainment of committee goals.

Coordinates and facilitates CCCJB quarterly and any special called meetings. Develops agendas, provides relevant written materials to members, distributes meeting minutes, and follows up on action plans developed at meetings.

Makes presentations to local Board of Supervisors and City Council.

Coordinates development of criminal justice agencies' and programs' goals and objectives. Monitors periodic progress reports for attainment or non-attainment of goals and objectives; summarizes overall status.

Collects data and researches information on Court services as it relates to the effectiveness and efficiency of judicial options of community-based sanctions and interagency relationships. Presents findings to affected agencies and components of the criminal justice and human services systems. Assists with definition and implementation of effective, efficient judicial options of community-based sanctions and interagency relationships. Acts as a liaison between collaborative agencies.

Assists in planning, developing, and researching availability of funding resources. Searches for funding resources to enhance existing programs or the creation of new programs. Writes grants, either individually or in collaboration with other CCC staff or outside agency members.

Analyzes criminal justice agencies, programs, and services operational procedures; identifies problem areas and recommends solutions. Develops and implements data collection process necessary to carry out the analysis, determine methodology to be utilized and applicable criteria. Provides assistance with the development and implementation of policies and procedures for new and existing criminal justice agency programs and operational procedures. Acts as a liaison between multi-agency groups, providing guidance, recommendations and resources as needed or requested.

Participates on various committees within the six participating localities, assisting with their goal accomplishments and providing recommendations as needed.

Conducts special short- and long-term research studies and evaluations as needed or directed. Analyzes research findings, produces detailed written reports and makes appropriate suggestions and recommendations. Presents findings to program director, staff and CCCJB. Conducts follow-up studies or evaluations as needed. When appropriate, monitors and evaluates effectiveness of any changes made to programs or policies based on study findings.

Designs information gathering tools for use by other staff members.

Coordinates, plans, and facilitates special Board events and CCC staff functions. This includes securing event site, securing supplies, food and any necessary items for the successful implementation of the event. Writes and distributes relevant materials for events. Identifies and secures meeting and event facilitators, invites appropriate attendees and follows up with attendees as necessary.

Establishes and maintains necessary contacts with local colleges and universities to locate and obtain qualified interns to work at the Colonial Community Corrections office. Interns assist the Criminal Justice Planner, Substance Abuse Specialist and Probation Officers with various projects and tasks. Reviews intern applications and resumes, interviews, selects, trains and evaluates interns.

Maintains, update, and distributes Board member contact information, appointment dates and in-kind logs. Contacts appropriate local government representative when Board appointments need to be made; follows up as needed.

Applies knowledge of microcomputer and advanced software applications.

Works after normal work hours as necessary for special projects and other duties relating to Board initiatives.

Practice continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

## **JOB LOCATION AND EQUIPMENT OPERATED:**

Some duties are performed in an office setting; however, position requires considerable travel to participating jurisdictions.

Operates County vehicle to County facilities and other locations to attend meetings and training sessions and deliver or pick up information and supplies.

Operates standard office equipment to include desktop and notebook computers, calculator, telephone, PowerPoint projector, fax machine, and copy machine.

Must obtain and maintain Virginia Criminal Information Network (VCIN) certification for data collection purposes.

## **REQUIRED KNOWLEDGE, SKILLS, AND RESPONSIBILITIES:**

Considerable knowledge of statistical analysis and computer applications.

Considerable knowledge of program planning, monitoring, and evaluation; ability to perform research, compile data, and perform statistical analysis.

Ability to work effectively under pressure and within required timeframes; ability to manage processes and multiple priorities. Ability to remain flexible when priorities shift.

Thorough knowledge of software applications to include Microsoft Office products (Word, Excel, PowerPoint, Outlook) and the ability to learn other software and use them in conducting work.

Ability to communicate effectively both orally and in writing.

Ability to facilitate meetings and prepare and conduct group presentations.

Ability to establish and maintain collaborative working relationships with numerous outside agencies and individuals on local and state levels.

Correctly interprets legal statutes, policies, and other written and oral information.

Ability to interpret Court Automated Information Systems (CAIS) data for research.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Public Administration, Justice Administration, or related field; Masters Degree preferred; and considerable experience in criminal justice to include program or project analysis and evaluation of Court service programs; or any equivalent combination of education and experience providing the required knowledge, skills and abilities.

## **NECESSARY SPECIAL QUALIFICATIONS:**

Must have a valid Virginia driver's license and an acceptable driving record based upon James City County criteria. Requires background investigation.

Date: June 2006

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Criminal Justice Planner Position Number: 343  
Department: Community Services Division: Colonial Community Corrections

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other \_\_\_\_\_
- Not essential to job functions

## **2. Hearing/Listening:**

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## **3. Reading: (ability to read and understand text)**

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>									
<b>Push/Pull</b>									
<b>Hold/Carry</b>									

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Step stool                               | <input type="checkbox"/> 1 flight                      | <input type="checkbox"/> 1-2                           |
| <input type="checkbox"/> 8' to 10' step ladder                    | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder                         | <input type="checkbox"/> 3 or more flights             | <input type="checkbox"/> 3-4                           |
| <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>	✓							✓	
<b>Sit</b>				✓					✓
<b>Walk</b>	✓							✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_             Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_             Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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