

CRIMINAL JUSTICE PLANNER

343

DEPARTMENT: Community Services

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 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 Community Criminal Justice Board (CCJB). Requires considerable interaction with State and local criminal justice officials.

ESSENTIAL FUNCTIONS OF THE JOB:

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

Coordinates development of criminal justice agencies and programs goals and objectives. Monitors periodic progress reports for attainment on 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.

Assists in planning, developing, and researching availability of funding resources.

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.

Conducts special short-and long-term studies and evaluations as needed or directed. Produces detailed reports of findings, conclusions, and recommendations.

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

Performs other related duties as required.

JOB LOCATION AND EQUIPMENT OPERATED:

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

Operates standard office equipment to include telephone, computer keyboard and copy machine.

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 communicate effectively both orally and in writing.

Ability to establish and maintain harmonious working relationships.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a 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 possess a valid Virginia driver's license.

Requires background investigation.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Criminal Justice Planner Position Number 343
Department _____ Division _____

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:

- Answering 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 others _____
- Not essential to job function

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
Lift									
Push/Pull									
Hold/Carry									

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	Continuousl
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓							✓	
Sit				✓					✓
Walk	✓							✓	
Run									

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.**

Transmission	Standard	Automatic	Multi-Gears
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) _____			