

**CLASS TITLE:**

**ASSOCIATE DIRECTOR  
PLANNING AND RESEARCH  
(CORRECTIONS)**

**Class Code: 02708700**

**Pay Grade: 36A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, developing, directing, and coordinating staff within the Department of Corrections, engage in program planning, program development, project management, criminal justice information development and analysis, program evaluation, and the development of proposals to solicit federal and other grants; and to related work as required.

**SUPERVISION RECEIVED:** Works under the direction of the Department's Director and Assistant Director, Administration, with wide latitude to exercise independent judgement and initiative; work is subject to review to ensure compliance with laws, policies, rules, regulations and department goals and objectives.

**SUPERVISION EXERCISED:** Plans, organizes and directs the operation of the Planning/Research Unit; evaluates the activities of professional, technical and clerical staff within divisions to assure conformance with departmental goals and objectives; supervises and directs the work of staff engaged in the planing and development of programs.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for supervising, planning, organizing and directing the work of staff engaged in the planning and development of programs.

To be responsible for project management and implementation of Department of Corrections initiatives pertaining to correctional facility development process, violent offender incarceration grant initiatives, federally funded initiatives, community corrections, pretrial services.

To be responsible for the development and analysis of statistical reports relating to prison population projections and trends and their impact in the development of operating and capital budgets.

To develop plans and strategies for procuring new funding sources for the department.

To oversee the review of a wide range of proposals to insure that these are consistent with established policies and plans, and to coordinate them with relate activities.

To make oral and written reports and presentations pertaining to prison population, program development, and federal funding initiatives to the Criminal Justice Oversight Commission as required by statute.

To coordinate the development, implementation and management of an evaluation process to determine program effectiveness and to report findings and recommendations to the Director and Assistant Director, Administration.

To coordinate program planning functions and initiatives with other state agencies and organizations and other branches of government.

To attend meetings or conferences, involving federal, state and local officials, professionals and the public and as required, to represent the director at such meetings. To serve on committees and statewide task forces representing the department.

To oversee the preparation of research and statistics relating to legislative initiatives. Oversee the preparation of prison impact statements which measure population growth and cost. Testify on legislative initiatives and prison impact statements before the legislature.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, methods, techniques and practices of criminal justice/corrections planning at the federal, state and local level and the ability to apply these principles and practices in the administration and management of such programs and operations; a thorough knowledge and understanding of state and federal laws relating to criminal justice and correctional issues; a thorough knowledge of the principles and practices of governmental planning, administration, budgeting and the ability to apply these principles and practices; a thorough knowledge of the methods and techniques involved in the collection and organization of corrections, social and fiscal data utilized in program development, evaluation and statistical reports; the ability to provide direction and supervision to subordinate personnel; the ability to provide direction and coordination of departmental initiatives; the ability to present completed work and technical reports in an understandable manner to a wide range of people; the ability to develop grant proposals and experience in the development of alternative funding services for government initiatives; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through graduation from a college or university with a Master's Degree in Criminal Justice or Public Administration.

Experience: Such as may have been gained through considerable employment which involved responsibility for the supervision, direction and guidance of subordinates and diverse groups engaged in corrections, criminal justice, and planning functions relating to criminal justice, and planning functions relating to criminal justice programs and corrections administration.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

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