

CLASS TITLE: BAIL PROGRAM COORDINATOR

Class Code: 02567300
Pay Grade: 33A
EO: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the coordination and supervision of the Department of Corrections bail program, pretrial release and awaiting trial case management including program services, personnel, policies and procedures affecting the administration of the program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement and initiative; work is reviewed through reports and consultations.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of a subordinate staff to ensure conformance to established policies and procedures and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the coordination and supervision of the Department of Corrections bail program, pretrial release and awaiting trial case management including program services, personnel, policies and procedures affecting the administration of the program;

To administer, monitor and evaluate various bail and pretrial release components including inmate screening, selection, placement, assessment and termination of individual bail and pretrial release services.

To act as a liaison between the department, the providers of bail and pretrial release services and criminal justice agencies in the exchange of records and information, referrals of bail and pretrial release candidates, status and performance reports of inmates released on bail or pretrial release and procedures relative to the termination of inmate bail and pretrial release services.

To participate in the formulation of policies, procedures, regulations and proposed legislation related to the bail and pretrial release program.

To be responsible for reviewing and evaluating the effectiveness of bail and pretrial release program and to make recommendations to a superior for necessary program modifications in order to improve or maintain the objectives and services provided.

To coordinate the bail program application process with departmental personnel and service providers.

To assist in monitoring and evaluating contracted services including cost effectiveness, quality of services, program outcome and overall contract conformity.

To be responsible for the preparation of administrative reports summarizing program activities, including the number of eligible cases for bail and pretrial release, results of investigations, bail program population and the outcome of positive and negative terminations.

To prepare and submit to superior, on a monthly basis, information regarding the number of persons in any bail, pretrial services, or case management programs.

To attend meetings relative to the operation and objectives of the bail program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of principles and practices involved in the use of bail, bail programs, pretrial services and programs involving the case management of awaiting trial inmates; a thorough knowledge of state and federal laws relative to the bail program and the ability to apply such laws in coordination of services and program activities; a thorough knowledge of

the principles and techniques in correctional, custodial and rehabilitative work, as well as departmental regulations; the ability to coordinate the activities and services required to implement and maintain a bail program; the ability to evaluate the effectiveness of the bail program and to make recommendations concerning program improvements; the ability to serve in a liaison capacity between the department, bail program providers and the criminal justice system; the ability to supervise and review the work of subordinates engaged in performing bail program and pretrial program activities; the ability to prepare extensive written reports; the ability to establish and maintain effective working relationships with superiors, subordinates, the community and representatives from the criminal justice system; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Criminology, Social Work, Psychology, Sociology, Education or Public Administration; and

Experience: Such as may have been gained through: considerable employment in a responsible position in a correctional institution involving the counseling, coordination and supervision of correctional services.

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

Class Created: October 7, 1990

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