

**CLASS TITLE:**

**PRINCIPAL PLANNER  
(CORRECTIONS)**

**Class Code: 02708400**

**Pay Grade: 31A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform complex criminal justice and corrections planning functions and, as required, to supervise and coordinate the work of planning and research staff and other subordinates engaged in such functions; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received in outline form.

**SUPERVISION EXERCISED:** As required, supervises and reviews the work of technical and clerical assistants; coordinates, planning functions with other correction's administrators.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform complex professional planning work relative to corrections and the criminal justice system.

As assigned, to coordinate and supervise corrections research studies, research methodologies, planning goals and objectives.

To coordinate and initiate development of new programs initiatives with focus upon intermediate punishments and rehabilitative treatment programs.

To evaluate designated areas of the department to determine program effectiveness with specific emphasis on program services and design within corrections, probation, parole and intermediate punishments.

To coordinate corrections planning programs with state agency or community program.

To confer with state, community and agency officials on matters pertaining to corrections such as development of community corrections programs, linkages with private sector, social service/support service agencies.

When authorized, to draft details of contract agreements to provide technical planning assistance and program services.

To supervise and review the work of technical and clerical personnel engaged in the performance of work related to criminal justice and corrections planning programs.

To initiate, coordinate grant writing and solicitation to state, federal and foundations pertaining to corrections with emphasis on evaluation design, rehabilitative services and intermediate punishments.

To attend meetings, hearings and conferences.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of criminal justice and corrections planning; a thorough knowledge of the methods and techniques involved in the collections and organization of criminal justice, corrections, social, economic, fiscal and other data used in criminal justice planning; the ability to make technical planning studies and surveys in such fields; the ability to analyze and evaluate data and make recommendations thereon; the ability to plan, organize, supervise and review the work of other staff within Planning and Research and clerical assistants; the ability to understand and carry out complex written or oral instructions; the ability to coordinate planning goals and objectives with administrative staff; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a recognized college with a Master's Degree in Criminal Justice Public Administration or a closely related field; and

Experience: Such as may have been gained through considerable employment involving the performance of responsible professional planning work in the field of criminal justice or corrections planning work in the field of criminal justice or corrections planning.

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

Class Created: May 16, 1993

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