

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b>CLASSIFICATION TITLE:</b> Deputy Director of Justice Policy and Programs	<b>CLASS NUMBER:</b> 90003.2	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Office of Homeland Security & Justice Programs/ Justice Policy and Programs	<b>JOB TYPE:</b> Full Time, Unclassified	<b>PROBATION PERIOD:</b> Yes
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N20	<b>POSITION CONTROL #:</b>
<b>POSITION LOCATION:</b> 373 S. High St., 25 <sup>th</sup> Fl., Columbus, Ohio 43215	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Justice Policy Director (130014)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		
Reentry Coordinator Safer Stations Site Coordinator		
Reentry Specialist		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Deputy Director classification is to assist the leadership of the Office of Justice Policy and Programs (OJPP) and serve as an alternate as needed. Develop policies and procedures; define departmental goals and objectives; and oversee multiple direct service programs. Supervise assigned staff, administer programs in accordance with local strategies; coordinate and facilitate internal and external grant processing, provide technical assistance.

**JOB DUTIES:**

Responsible for the performance and workflow of the justice programs to include the hiring, training and performance evaluation of justice staff providing direct services. Responsible for developing policy and implementing procedures necessary to monitor outcomes and evaluate the performance of programs. Oversee the preparation of contracts and processing of award packages for each funded project. Establish and implement a continuous improvement and quality assurance methodology for direct service programs assigned.

Provide direction and leadership to the Reentry Advisory Board and supervisory oversight of the Reentry Coordinator. Strategic planning efforts as they relate to Franklin County’s reentry initiatives and funding prioritization, gap analysis, community engagement and identification of emerging trends and conditions and updates to the Reentry Advisory Board Strategic Plan. Research and draft funding proposals in alignment with the vision and mission of the Office of Justice Policy and Programs. Responsible for timeliness and accuracy of assigned federal, state and local required reporting. Serve as community liaison with various program related groups. Assist with planning and coordination of Reentry Advisory Board and work-group meetings and any conference/workshop planning as deemed necessary. Represent the County and the OJPP Director on councils, and boards, when required.

Oversight of direct service programs as assigned, including but not limited to the Safer Stations programs and jail-based Pathways programs, including hiring, training, and on-boarding. Ensure the expediting and monitoring of assigned programs to insure programmatic and fiscal integrity, outcomes accountability and assurance of applicant compliance to program requirements. Scheduled and track audits. Participate in the annual budget and managing for results process.

Office management responsibilities include staff coverage and leave requests, equipment and supplies, file maintenance and travel preparation. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; accounting; management; employee training and development; government structure and process; interviewing. Skill in equipment operation. Ability to understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; maintain accurate records; use proper research methods in gathering data; gather, collate and classify information about data, people or things; work alone on most tasks; establish a friendly atmosphere as supervisor of work unit.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree business administration or related field with five (5) years of business administration or related experience.

**Additional Requirements**

No special license or certification is required

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend pay assignments, to evaluate the performance of employees, to approve leave requests, to participate in meetings in which policy questions are reviewed or discussed, to assist with the development of policy, to recommend policy changes, has access to other employee’s personnel files, has unlimited access to financial data used in the payroll and benefits budgeting process, has access to financial data used in monitoring organization revenue/income.

**UNUSUAL WORKING CONDITIONS:**

This is an unclassified position that serves at the pleasure of the Board of Commissioners. The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date