

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

<u>CLASSIFICATION TITLE:</u> Justice Policy Director	<u>CLASS NUMBER:</u> 10260	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office of Justice Policy & Programs	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N22	<u>POSITION CONTROL #:</u> 132000
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy County Administrator
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Deputy Director, Justice Policy & Programs	Re-Entry Services Coordinator	
Deputy Director, Survivor Services	Data Analyst/Grants Researcher	

CLASSIFICATION PURPOSE:

The primary purpose of the Justice Policy Director classification is to advocate for and coordinate strategy from various Franklin County justice bodies that affect the criminal justice system. Keep well informed on legislative issues existing and pending. Establish department policy and implements procedures. Seek and solicit grants. Monitor expenditures. Serve on various criminal justice program boards.

JOB DUTIES:

Coordinate with key county justice entities including the courts, the Sheriff’s Office, and the County Prosecutor, as well as other community groups and agencies. Provide guidance and assistance in the implementation of evidence-based practices in criminal justice that promote public safety and offender success for juvenile and adult offenders while reducing reliance on detention beds. Collaborate with management and staff to obtain information on the current operation and performance of the county criminal justice system. Maintain professional relationships with current management and staff. Responsible for developing policy and implementing procedures necessary to monitor outcomes and evaluate the performance of programs. Serve as a representative of the Board of Commissioners on applicable reentry and criminal justice programs as needed. Establish and implement programmatic reporting procedures.

Responsible for timeliness and accuracy of all federal, state, and local required reporting. Complete performance reports and studies using information related to crime data, demographics of criminal population, rates of incarceration, court flow, and processing, including probation and community-based services, and overall detention population and sub-population. Review statistics related to the operation and performance of the county criminal justice system to identify areas of improvement. Develop reporting systems to support concepts/for new programs.

Remain abreast of grants and other funding opportunities to enhance local efforts in effective criminal justice administration. Assist in the development of applications and submits them as appropriate, ensuring the county has the capacity to complete. Complete post grant award reporting and outcome tracking requirements. Ensure the expediting and monitoring of all applications and grants to insure programmatic and fiscal integrity, outcomes accountability and assurance of applicant compliance to program requirements.

Serve as the staff liaison and coordinator of the Criminal Justice Planning Board. Set agenda in conjunction with the Chair and/or Vice-Chair. Facilitate the meetings of the Board. Develop and maintains relationships and communication with members to support a positive and high functioning Board. Assist the Board with strategic direction to inform planning and recommendations to improve the criminal justice system. Maintain regular and predictable attendance.

The Justice Policy Director will be responsible for linking all future programs and policies to the Rise Together Franklin County Poverty Reduction & Economic Justice Blueprint, Declaration of Racism as a public health crisis, and racial equity as a core principle of the Board of Commissioners.

Provide direction over the CASA (Court Appointed Special Advocates of Franklin County) Support the Deputy Director, of Survivor Services in carrying out the mission of CASA which is to recruit, train, and support volunteers for service as Guardians ad Litem to abused and neglected children in the Franklin County Domestic and Juvenile Court.

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; public relations; government structure and process; interviewing; business. Skill in equipment operation. Ability to understand practical field of study; use statistical analysis;

maintain accurate records; understand manuals and verbal instructions, technical in nature; use proper research methods in gathering data; gather, collate and classify information about data, people or things; establish a friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's Degree; five (5) years of government or government affairs experience; knowledge of legislative, regulatory, political and criminal justice processes at the local, state and federal level; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, coordinate work, provide instruction, maintain department standards, recommend discipline or discharge, act on employee issues, and recommend the transfer or promotion of employees.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

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