



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Community Corrections Director
Department: Community Corrections
FLSA Status: Exempt
Job Code: 2748
WC Code: 8810
Effective Date: July 1, 2000
Last Revised: July 1, 2017
Pay Grade: D9
Union: Non-Union (Management)

SUMMARY

Administers, plans, and directs the activities and programs of the Community Corrections division including personnel management and budget administration. Directs delivery of these services by conceptualizing, developing and implementing policies, procedures and program priorities consistent with policy established by the Board of Commissioners and Oregon Department of Corrections. Is an appointed representative of the County on the Supervisory Authority Board and the Local Public Safety Coordinating Council. Works with the State Courts, Local Public Safety Coordinating Council, State Legislature, Parole Board, Sentencing Guidelines Board, and other governmental agencies. Determines the most effective utilization of resources in order to carry out agency goals and objectives for providing services to the citizens of Josephine County, criminal justice, community and criminal offenders. Additionally, performs work on special projects related to the criminal justice system as requested and directed by the Josephine County Board of Commissioners and monitors required outcome measures set by the Department of Corrections to maintain compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Responsible for personnel management in the areas of hiring, performance, grievance, resolution, disciplinary action, termination, supervision, and compliance with all applicable laws and guidelines.
2. Responsible for the preparation, monitoring and reporting of division budget and ensures that program delivery occurs within approved amounts. Also completes a bi-annual Community Corrections Plan for the Department of Corrections outlining programs and budget expenditures.
3. Establish and maintain effective programs to manage offenders under the supervision of Community Corrections and oversees effectiveness of programs to determine compliance with SB 267 requiring the use of evidence based practices.
4. Direct development of new programs ensures that all programs are coordinated county wide and consistent with established policies and procedures.

5. Sets priorities for the division after assessing competing demands and the availability of human, fiscal and equipment needed for effective policy implementation.
6. Leads the divisions' management team. Meets regularly and networks with chief administrators of local criminal justice agencies and social service agencies.
7. Leads and facilitates local planning, development and coordination of programs; engages in long range planning with the Board of Commissioners, Local Public Safety Coordinating Council Local Alcohol and Drug Planning Committee, and other groups necessary to meet future needs; and coordinate with various components of the criminal justice system in dealing with emerging and future trends.
8. Represents Josephine County Community Corrections on statewide associations such as the Oregon Association of Community Corrections Directors.
9. Drafts, reviews and implements local and statewide Departments' rules, policies and procedures.
10. Responsible to see that contracts, intergovernmental agreements, letters of agreement, and other legal agreements are properly negotiated, developed and administered.
11. Assesses the quality of programs or services provided by collecting, reviewing and evaluating data. Consults with staff and reviews information to determine what improvements are needed.
12. Represents the Community Corrections division in the community by addressing news, media, community, and professional groups on Community Corrections programs. Maintains liaison with representatives of other agencies and the public to resolve interagency disputes.
13. Is appointed by the Board of County Commissioners as a County representative on the Supervisory Authority Board and the Local Public Safety Coordination Council.
14. Establishes and maintains local sanction processes and programs pursuant to statutes, administrative rules, local resources, and interagency agreements.
15. Consults with the courts on juvenile and adult issues.
16. Researches, compiles and presents periodic reports on criminal justice system and special projects for the Board of Commissioners.
17. Participates in long range planning on criminal justice issues as directed by the Board of Commissioners. Makes recommendations as requested.

SUPERVISORY RESPONSIBILITIES

Manages three subordinate supervisors who supervise a total of approximately 35 employees in the Community Corrections division. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; regarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Master's degree (M.A.) or equivalent in criminal justice or related field; and four to ten years related experience and/or training; or equivalent combination of education and experience. Must have knowledge of the criminal justice system and how the division and programs fit into the overall corrections efforts. Considerable knowledge and experience in regards to county and state budgeting. Ability to plan, organize and direct the work of others to meet the overall objectives and goals; formulate goals, objectives and programs to address the needs/concerns of the community.

JOB IMPACT

Consequences of error could include exposure to: litigation, public embarrassment, physical harm to individual clients due to improper assessment or treatment, unavailability of services, interpretation/enforcement of applicable laws and regulations; and loss or reduction of funds due to failure to comply with applicable law and guidelines.

JOB CONTACTS

This position requires working with other County programs, law enforcement personnel, state agencies, regional and state organizations, the media, public advocacy groups and the community to coordinate efforts and to ensure that division efforts are directed toward achieving service needs of the community.

LANGUAGE SKILLS

Ability to lead staff in a correctional program setting; interpret and apply rules, policies, procedures, and statutes to the decision making process as it applies to the criminal justice system; develop and implement programs and policies in order to increase Division's effectiveness. Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with courts, law enforcement agencies, service providers, state agencies, other employees, and the general public. Ability to read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write speeches and articles using original or innovative techniques or style; and make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to research and apply for grant funding; provide appropriate documentation to funding agencies and maintain a relationship in accordance with reporting requirements.

CERTIFICATES, LICENSES, REGISTRATIONS

The Director must obtain DPSST certification at the supervisory and/or management level within one year of hiring in accordance with Oregon Administrative Rule. Must possess necessary qualifications to act as the Program Director for the alcohol and drug treatment program in accordance with OADAP rules.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>