



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 Program Supervisor
Department: Community Corrections
FLSA Status: Exempt
WC Code: 8810
Effective Date: August 19, 2019
Last Revised: August 19, 2019
Pay Grade: NU18
Union: Non-Union (Supervisory)

SUMMARY

Responsible for managing, coordinating, and planning the daily activities of various Community Corrections programs. Assigned programs may include, but are not limited to, Field Services, Treatment Services, Custody Alternative Programs, and Administrative Support. This position also has the supervision responsibilities of all subordinate staff assigned to the programs. Work is performed under general direction of the Community Corrections Director who reviews work primarily on the basis of results attained and conformance to established County and departmental policies, State and Federal regulations.

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 do represent the essential functions needed of persons in this classification.)

1. Supervises employees including assigning, scheduling and reviewing work, evaluating performance, training, taking necessary disciplinary action and participates in hiring and termination decisions.
2. Recommends, develops, and implements policies, procedures, guidelines, and standards for the efficient and effective operation and maintenance of assigned programs, assuring compliance with applicable legal requirements, county policies and departmental goals.
3. Remains current on County policies and procedures, legislation, legal requirements, ordinances, and departmental policies affecting department division operations; interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised requirements.
4. Analyzes program operating procedures such as recordkeeping systems, facilities utilized, suggestion systems, staff development needs/opportunities, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
5. Conducts studies regarding programmatic issues and planning options, and prepares reports that include background, analysis of issues, conclusions, and recommendations for action.

6. Analyzes program metrics and activity, preparing comprehensive reports on overall program progress and performance.
7. Serves as a member of the leadership team, assisting the department director, deputy director, and other program supervisors in the formulation, development and implementation of departmental goals and strategies.
8. Represents the department at various local, regional, and state meetings as assigned by the director.
9. Develops and maintains effective working relationships with staff, other departments, and outside agencies to coordinate activities; provides detailed information and assistance to staff, officials, organizations, and the public regarding program operations and policies.
10. Coordinates work load needs with other leadership team members of the department.
11. At the discretion of the department director, serves as member of the County's collective bargaining negotiation team.
12. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in assigned areas. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, and adheres to safe work practices. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding 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. Through knowledge of general office management practices including supervisory training, effective English grammar and usage; varied filing systems; professional office etiquette. Considerable knowledge of the operations, policies and terminology of the assigned program; principles of supervision and personnel practices; program development, planning and evaluation; and application of federal, state and local rules and regulations. Skill in personnel problem solving, personnel evaluation and training; and skill in the operation of standard office equipment. Knowledge and skill in the use of computer software programs for work processing, spreadsheets and databases. Ability to research assigned problems; organize materials from various sources into a format of own design; maintain confidentiality; work independently and establish priorities and organize workload to complement the needs and deadlines; understand governing regulations of assigned department; and solve problems and make accurate, independent decisions. Knowledge of fund accounting or governmental budgeting.

EDUCATION AND EXPERIENCE

Associate's degree in administration or management and six years progressively more responsible secretarial experience including supervisory and administrative responsibilities, experience in assigned area preferred; or Bachelor's degree in administration or management and experience in assigned area preferred; or Bachelor's degree in administration or management and three years progressively more responsible secretarial experience including supervisory and administrative responsibilities; or equivalent combination of education and experience.

JOB IMPACT

Consequences of error could include exposure to litigation, financial losses, and public embarrassment.

JOB CONTACTS

This position requires working with other County departments, and at times with the Board of County Commissioners, City, regional, State and Federal agencies and organizations, the media, public advocacy groups, and the community to coordinate and facilitate efforts associated with department and division programs, facilities, and services.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Ability to

respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common factors, fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs. Knowledge of fund accounting and/or government budgeting.

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

The operations of standard office equipment; word processing and program database system, and Excel. Exercise good judgment and common sense and comprehend, interpret and apply legal statutes to treatment services/programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. Professional licenses and certificates may be required for specific program assignments.

PHYSICAL DEMANDS

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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the office for management and administrative duties. While performing duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate. Frequent contacts are made with other County departments, other governmental agencies, outside agencies and the public. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention. May be required to work flexible shifts to accommodate meetings.

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.

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	Lifting strength	# of pounds = 25 lbs			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	Charts- etc. programs	
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Driving			
<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 checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>