



# Josephine County, Oregon

## Human Resources Office

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

### POSITION DESCRIPTION

Job Title: Work Crew and Community Service Program Supervisor  
Department: Community Corrections  
FLSA Status: Exempt  
Job Code: 03  
WC Code: 9410  
Effective Date: February 1, 2005  
Last Revised: October 10, 2008  
Pay Grade: M17  
Union: Non-Union

#### SUMMARY

Responsible for the supervision and management of the Community Services and Work Crew Programs of the Community Corrections Division. This position develops and implements all policies, procedures and training pertaining to the Community Service and Work Crew Programs, and has the supervision responsibilities of all subordinate staff assigned to the programs. This position is responsible for negotiating and managing all contracts for work crew services and collaborating with government or non-profit organizations for the Community Service Program. Work is performed under the 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 this 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. Supervises employees in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees, developing, planning ,assigning and reviewing work, scheduling and approving time off, appraising performance, rewarding, disciplining and terminating employees, addressing complaints, resolving disputes and problems.
2. Provides staff members with technical and / or professional assistance on an as-needed basis.
3. Develops and monitors policies and procedures for the Community Service and Work Crew Programs.
4. Develops, implements and manages the operation of all adult and juvenile work crews and the Community Service / Work Alternative program for adults and juveniles.
5. Monitors expenditures for materials and services needed to provide work crews and office operations.

6. Manages a caseload of offenders referred to the programs either by the Courts, District Attorney's Office, outside counties or states or by adult or juvenile probation and parole officers.
7. Monitors bench probation cases ordered by the court or District Attorney's office to complete program, reports violations, program completions and failures to adjudicating authority and reviews/approves reports completed by case specialists and testifies to the veracity of those reports before the court when subpoenaed.
8. Responsible for maintaining records of hours served, timesheets, injuries etc. for purposes of reporting to the courts; monitors custodial units for purposes of compliance with maximum sentencing units allowed by law.
9. Contacts local agencies and organizations to develop community service job placement sites; insures job sites are in compliance with the court sentencing orders and the programs policies.
10. Develops and maintains contractual relationships with agencies contracting for work crews; including contract writing, monitoring and monthly billing.
11. Maintains or oversees program statistics and information on program activities and prepares the necessary reports.
12. Researches and prepares grant proposals and applications for program development in the areas of responsibility.
13. Meets regularly and participates in the Supervisory Authority Board meeting.
14. Oversees and manages the database program use for the Community Service, Work Crew, Supervisory Authority and Home Detention Programs.
15. Represents the Department in the community or directs staff to represent the work crew in the community by providing information and responding to inquiries, concerns and complaints from citizens regarding projects the work crews are involved in.
16. Participates as a part of the Community Corrections management team in planning for program development and implementation, staffing and budgetary concerns.
17. Maintains data for review by Director.

#### SUPERVISORY RESPONSIBILITIES

Directly supervises approximately 5-10 employees in the Community Corrections Division. Provides supervision to Case Specialists and Work Crew Coordinators I & II, and Department Secretaries. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

#### QUALIFICATIONS

Knowledge of the criminal justice system and Oregon Administrative rules pertaining to Community Service. Communicate effectively both verbally and in writing; work effectively with adult and juvenile offenders establish and maintain effective working relationships with law enforcement personnel, community services agencies and the general public; comprehend, interpret and apply legal statutes pertaining to community service; exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

#### EDUCATION AND EXPERIENCE

Associates degree (A.A.) with coursework in psychology, social work or criminal justice, and two years of progressively responsible work related specifically to parole and probation programs, working effectively with adult and juvenile offenders; or equivalent combination of education and experience. Experience and training must demonstrate the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Problems typically encountered generally revolve around the assessment of individuals, vehicle and tool/equipment issues, monitoring the offender's compliance and sentence requirements and/or determining consequences.

Consequences of error could include exposure to litigation, personal injury and public embarrassment due to such incidents as improper or lack of safety procedures, improper maintenance of jail custody time served in alternative programs or inappropriate referrals to alternative programs / agencies.

#### JOB CONTACTS

The position requires working with individuals referred to the Community Service and/or Work Crew Program, by the court system, law enforcement, adult and juvenile parole and probation officers, contracting agencies, social service agencies and community services agencies around the state and country.

#### LANGUAGE SKILLS

Ability to lead staff in a multi-program setting; interpret and apply rules, policies, procedures, and statutes to the decision making process as it applies to the Department programs and operations; develop and implement programs and policies in order to increase Department's effectiveness. Ability to communicate effectively both verbally and in writing, establish and maintain effective working relationships with 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 sensitive and confidential inquiries or complaints; write speeches and articles using original or innovative techniques or styles; and make effective and persuasive speeches and presentations on complex topics to top management, public groups and/or board of directors.

#### 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.

#### 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 concrete variables.

#### OTHER SKILLS AND ABILITIES

The operation of standard office equipment; word processing and program database systems; ISIS and JJIS. Exercise good judgment and common sense and comprehend, interpret and apply legal statutes pertaining to community service and work crews.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

#### PHYSICAL DEMANDS

The physical demands described here 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

Work is performed primarily in an office environment and occasionally in the field to review perspective and existing community service placement sites and work crew projects. While performing the duties of this job, the employee may be exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. This position requires working with adult criminal offenders and youth who have been referred to Juvenile Court. This position is impacted by the need to meet deadlines established by the law, ; uncontrollable work flow; the need to make immediate decisions in the case of injury and / or reassignment; and the need for accuracy and attention to detail in the maintenance of records and making appropriate referrals. This position is on-call to respond and direct work crew issues, as the work crew operates seven days a week.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including a criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

## 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 type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	<b># of pounds = 25</b>			
<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 checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input 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:			
<b>Exposure - Environmental Factors</b>					
<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input 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 checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>