

JUSTICE PROGRAMS ANALYST

Job Code	Pay Grade
21880	CL18

Nature of Work

This is professional work responsible for research, planning, policy development and program administration related to justice services within the Justice and Consumer Services Department. Employees in this class provide high level administration and coordination of justice programs to ensure fiscal accountability, efficiency, and value. Employees assist the Operations Manager and the department Director in planning, directing and implementing department priorities often including the pursuit and administration of grant funding, multi jurisdictional program administration, policy development, project management, contract administration, research, and budgeting. Work may include supervisory responsibility over personnel engaged in program planning or office systems. Employee is fiscally and administratively responsible for aiding in budget development and monitoring, financial forecasting, office systems and automation, department purchasing, and records maintenance relating to assigned programs and projects. Duties require considerable initiative and planning skills, and independent judgment.

Minimum Qualification Requirements

- 7 years professional experience in justice administration or related field; or
- Associate's degree with major course work in law enforcement, criminal justice, public administration, government, business administration or related field and 5 years professional experience as described above; or
- Bachelor's degree and 3 years professional experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Prepares, and manages criminal justice programs including research, program reports, fiscal forecasting, contract amendments, setting goals and measurable objectives, and problem resolution.
- Negotiates with jurisdictions and county agencies; prepares, administers, and monitors criminal justice contracts.
- Confers with the public and government officials, serving as county liaison or contact with various state and local boards, committees, and councils associated with justice coordination.
- Initiates and oversees program operating budgets and reports and monitors spending and performance.
- Conducts complex program evaluations as needed, sometimes involving several agencies and/or jurisdictions.
- Performs project and program management covering a range of justice related areas.
- Researches, plans, and develops justice program and technology initiatives to enhance system effectiveness and efficiencies.
- Reviews and critiques other agency budgets and proposals for appropriateness of funds and duplication, recommending fund cutbacks or expansion.
- Organizes and coordinates department programs and projects, making policy recommendations on fiscal and administrative matters.

JUSTICE PROGRAMS ANALYST (continued)

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Illustrative Tasks (continued)

- Supervises subordinate professional and clerical employees; conducts performance reviews; recommends the hiring and firing of staff.
- Provides research into criminal patterns, demographics, program effectiveness, and expenditures.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the justice system processes and programs.
- Knowledge of the administration of the justice system on a state and local level.
- Knowledge of laws, rules and regulations controlling budgetary fiscal record keeping and contract procedures.
- Knowledge of federal and state grant programs and the fiscal and regulatory procedures required in this specialized area.
- Knowledge of diverse justice system programming areas which can include, but is not limited to, judicial operations, drug court, juvenile justice, law enforcement, public safety technology, reentry, alternatives to incarceration, grants, contracts.
- Knowledge of methods and techniques involved in conducting administrative or special studies.
- Knowledge of federal, state and local public administration, justice systems, finance and governmental budget principles and procedures.
- Knowledge of principles and procedures of governmental budget preparation, audit and record keeping.
- Skill in mediating problems and issues between and with county wide agencies.
- Skill in training agency personnel in grant administration.
- Ability to perform research and develop solutions on complex issues.
- Ability to prepare complex accounting and fiscal reports and statements.
- Ability to supervise and train planning and clerical staff.
- Ability to prepare clear and comprehensive reports, recommendations and proposals, verbally and in writing.
- Ability to work independently on complex tasks, analyze and solve administrative problems and render advice or assistance to the County Administrator and local agency directors.
- Ability to use Microsoft Office Word, Excel, various computer applications, online resources and office automation.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Professionals	Classified