

**DESCRIPTION:** This is administrative work assisting the executive director in developing and administering agency policies, procedures, staffing requirements, and budgetary programs; is responsible for the planning, policy analysis, research, and evaluation in directing the development of a comprehensive statewide strategy for community corrections, sentencing guidelines, and treatment of offenders; performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Not applicable.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Directs the development of community corrections planning to establish statewide operation and use of a continuum of community correctional facilities and programs.

Develops and updates sentencing guidelines for review and adoption by the Nebraska Supreme Court and for utilization by the judiciary. Coordinates release decision-making tools for utilization by the Parole Board.

Administers the training and implementation of sentencing guidelines for members of the judiciary and Nebraska State Bar Association. Creates and provides a system for technical assistance.

Oversees the coordinated plan of implementation for community corrections, sentencing guidelines and treatment of offenders.

Acts as liaison with courts and sentencing practitioners, policymakers, and public on sentencing-related issues.

Represents the Council at sentencing-related and community corrections-related workshops, panels, and conferences.

Coordinates the Council's planning activities with other federal, state, local and private agencies.

Designs and directs special surveys, studies, policy analysis, and research to support the administration of the Council and its work.

Develops legislative proposals; serves as legislative liaison to representatives of the Nebraska Legislature; interprets and provides information related to proposed legislative changes.

Directs the preparation of responses to inquiries, reports or plans and related materials at the request of the executive director or chairperson.

Develops and revises any agency rules and regulations, both substantive and procedural. Oversees and participates in Council policy and procedure development.

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Directs the agency in the absence of the executive director.

Coordinates various justice and treatment agencies, including the Justice Substance Abuse Team, to achieve the goals of the Council, within state and federal guidelines.

Assists the executive director, the Probation Administrator, the Parole Administrator and Court Administrator in designing and adjusting applicable budgets to reflect changes in programs or changes in performance within a program.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the criminal justice system as a whole; the workings of individual constituencies in the criminal justice system including the judiciary, specialized courts, Probation, Parole, Parole Board, jails, prisons, county attorneys, defense bar, public defenders, private service organizations; sentencing policies and practices; the utility and function of sentencing guidelines; the mission and function of community corrections programs and services, their organization and delivery; the problems associated with prison overcrowding, treatment and habilitation of offenders; planning methods and processes; the criminal justice system in Nebraska; state statutes and guidelines; the legislative process.

Ability to: coordinate activities of directors, chairpersons, administrators, judges, attorneys, legislators, community leaders, and staff across the three branches of government as well as the private sector to achieve agency goals; apply knowledge and leadership to planning; formulate policy and solve problems effectively and efficiently; and develop work priorities for effective use of available resources and staff; communicate effectively; direct and coordinate the work of others.

Skill in: formulating solutions to problems, analyzing policy/issues, and developing strategies; presenting complex ideas and relationships, orally and in writing; facilitating work groups and task forces.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in criminal justice, criminology, judicial administration, social or behavioral sciences, correctional services or treatment, policy analysis, or public administration, and experience as a manager or senior staff member engaged in the administration of a correctional, law enforcement, judicial, or similar program or agency.

**LEGAL REQUIREMENTS:** (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

### **SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).