

STATE OF NEBRASKA CLASS SPECIFICATION
STATE PATROL DOMESTIC VIOLENCE/SEXUAL ASSAULT
PROGRAM MANAGER

EST: 10/14 - REV: 00/00

CLASS CODE: V11720

DESCRIPTION: Under administrative direction, plans, organizes, and coordinates the Nebraska State Patrol Domestic Violence/Sexual Assault (DV/SA) program focused on addressing domestic violence, sexual assault, and personal protection needs, and developing services to respond to these concerns. Develops partnerships with other State and local criminal justice agencies and interest groups state-wide, and provides training, education, and technical assistance to these organizations and the general public to facilitate development of program initiatives and activities; oversees, monitors, and improves NSP protection order information systems and associated operations; coordinates and/or directs the work of others engaged in these activities; related work as assigned.

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

This is a single position job classification restricted in use to the Nebraska State Patrol (NSP). The position participates in the development and promotion of program cooperation between NSP and other State and local agencies and private associations, and manages the DV/SA program and assigned staff.

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.)

Develops training curriculum and provides training to agency staff and others to foster an understanding of the social and legal environment surrounding domestic violence and sexual assault occurrences; provides technical assistance to other agencies to address these issues and their program needs.

Organizes multi-disciplinary in-state DV/SA specialized training sessions and presentations. Hosts in-state DV/SA specialized training for State and local law enforcement officers, prosecuting attorneys, healthcare professionals and victim advocates.

Coordinates program activities with NSP investigative specialists to ensure effective law enforcement activities. Provides assistance to local law enforcement conducting case investigations, as needed.

Oversees the Nebraska Coordinated Response Team (CRT) that encompasses NSP and other State agencies.

Conducts or implements statewide training and strategic initiatives and improvement plans associated with the Nebraska Coordinated Response Team (CRT), which includes other State agencies.

Reviews NSP DV/SA investigative reports for completeness and accuracy to ensure successful prosecution. Conducts on-going reviews of NSP policies and procedures to ensure effective responses to criminal occurrences and to foster use of national best practices.

Participates in regional forums for criminal justice and victim services agencies to develop effective response plans and standards to domestic violence and sexual assault occurrences.

Implements response enhancement plans, developed during regional forums, relative to NSP domestic violence and sexual assault investigations.

Manages the Central Protection Order Office and oversees the Nebraska Foreign Protection Order Registry to ensure compliance with standards.

Supervises assigned DV/SA program employees including assigning and overseeing work, conducting performance evaluations, and addressing employee training needs and disciplinary situations.

Selects areas and requests to initiate pilot projects, and oversees and reviews practices to ensure utility of activities proposed.

Maintains liaison with local law enforcement agencies, victim services organizations, prosecutors, and judicial court staff to provide guidance to reduce domestic violence and sexual assault occurrences.

Researches informational/data resources, writes proposals, monitors activities, and prepares reports regarding DV/SA program related grants.

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

Knowledge of: program development and administration practices; training approaches and techniques and educational and intervention services; grant administration practices; protection order rules and standards, and information systems and documentation requirements; supervisory and leadership practices; personnel processes, labor agreements, and employment regulations; the criminal justice processes and mandates pertinent to domestic violence and sexual assault criminal activity.

Skill in: fostering use of best practices to attain DV/SA program and general law enforcement goals.

Ability to: communicate with others individually and in group presentations and through electronic means, correspondence, and reports; establish collaborative work relationships with diverse public and private agencies, groups and, organizations at the local, state, and national levels; coordinate the planning and implementing of DV/SA program initiatives and on-going activities; research, compile, and analyze case and program data regarding domestic violence and sexual assault occurrences and issues; interpret and apply agency, State, and federal laws, rules, standards and policies; apply DV/SA program information and directives; lead and motivate assigned employees and other program staff to attain goals; evaluate employee performance and program activities and outcomes to attain goals.

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

Bachelor's degree in criminal justice, psychology, sociology, social work, counseling, business management, public administration, or other related human services or administration fields, and two years of experience in developing adult training curriculum and providing instruction or training to them, and one year of experience in supervising, leading, or coordinating other workers.

SPECIAL NOTES:

Applicants must successfully pass an extensive background screening prior to employment, which may include completion of a Personal History Questionnaire. Applicants will be screened for a record of criminal activity and criminal history using a fingerprint-based check of employment or assignment, before an unconditional employment is offered.

Applicants and employees must be free of felony convictions, and cannot maintain continuous associations or dealings with persons, groups, or organizations, that they know or should know, are persons, groups, or organizations under criminal investigation or indictment or who have a reputation for present involvement in felonious or criminal behavior.

Possession of a valid driver's license is required in order to perform work-related travel.

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).