

DESCRIPTION: Under limited supervision, plans, manages, and coordinates the development, administration, and evaluation of a statewide law enforcement program or service including the development of program policy and procedures, and budget management. 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 program initiatives and activities. Positions may supervise professional staff associated with assigned program; 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.)

Plans, organizes, manages, and coordinates the activities and functions of an agency program/service; coordinate program operations with other agency functions. Develops the necessary resources and administrative support to ensure the program operates effectively and efficiently by coordinating with other departmental divisions or outside agencies.

Monitors program budget, allocation of funds, and grant activities, including those performed by contractors and/or sub-grantees. Responsible for funding recommendations with State and or federal entities. Prepares grant applications to federal agencies requesting funds to support program initiatives.

Assesses program effectiveness, determines training needs, develops training curriculum, and conducts training sessions on program related topics for agency employees, criminal justice agencies, and other groups, as appropriate.

May supervise program employees including assigning and overseeing work, conducting performance evaluations, and addressing employee training needs and disciplinary situations.

Maintains liaison with criminal justice agencies and community partners to provide guidance and to serve as a technical expert for assigned program.

Researches, reviews, analyzes and interprets federal regulations/laws, state laws and their administrative requirements to formulate appropriate policies, procedures and interpretations for a specialized law enforcement program or to recommend legislative changes.

Establishes and maintains liaison with State and federal governmental agencies, local law enforcement agencies, and local community groups involved with program activities and/or functions.

Serves on committees, boards, councils and/or advisory groups concerned with functions and activities of the assigned program.

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Develops informational releases concerning program activities including memos, administrative bulletins and informational pamphlets for distribution to agency staff, representatives of community organizations and/or members of the general public to create awareness of program services, policies and operations.

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

Knowledge of: state and federal laws, rules and regulations related to the assigned program; business and management principles including planning, budgeting, resource allocation, and human resources; the principles of grant writing and grant administration; the techniques of research, planning, and evaluation; work performance or other standards of development; program analysis/evaluation; policy development.

Skill in: communicating effectively; identifying and developing solutions to problems; analyzing data; large group presentations; conflict resolution.

Ability to: plan and manage administrative operations and activities; evaluate the effectiveness of program operations and activities; communicate effectively to express ideas and facts; establish positive working relationships with all contacts; understand, interpret, and apply rules/regulations, policies/procedures, laws, and other work directives; prepare and deliver presentations and advocate for the goals and initiatives relative to the program before public and professional groups; determine course of action and advocate these to agency and other officials; plan and implement internal project monitoring operations and procedures; identify specific operational needs, priorities, and goals of related program and functions; apply management practices, theories, techniques, and methodologies to assigned responsibilities; develop objectives, performance goals, and work priorities.

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, business or public administration, project management, social sciences, education, law, or a field related to assigned program and two years' experience in program planning, implementation, monitoring, evaluating program functions or supervising/management staff and budgets. Related coursework, training, and/or experience may substitute for the Bachelor's degree on a year-for-year basis.

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

Not applicable.

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.

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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).