

CRIMINAL JUSTICE PLANNER III

DESCRIPTION OF WORK

This is advanced professional work in planning and development activities of a large variety of programs for funding by federal LEAA grants in the criminal justice system at the state and local levels. Employees in this class specialize in program areas which are characterized by the large amounts of money available for grants, and by diversity in kinds and varieties of grants; no other agency has responsibility for overall planning in the area of specialization. Employees work with appropriate officials to design and implement projects and programs to correct deficiencies and increase the effectiveness of agencies in the criminal justice field. They review requests for grants and evaluate projects to determine their transferability and adherence to program methodology. Employees usually supervise lower level planners or assistants. Duties are performed under the general direction of the Criminal Justice Planning Director and are reviewed through periodic conferences and reports.

EXAMPLES OF DUTIES PERFORMED

Serves as coordinator for program development in the largest and most complex area of LEAA programs in North Carolina.

Recommends and defends the funding of a variety of projects to the Committee on Law and Order.

Represents the program area of specialization in stimulating and developing local and state projects and program planning, designed to meet the goals and objectives of the Law and Order program.

Provides information to legislators and state policy officials developing new programs or revising existing ones.

Makes arrangements for conferences and workshops with criminal justice officials and experts to increase the knowledge of effective techniques, and practices and successful programs in the planning area.

Serves in a liaison capacity between all criminal justice officials at the local, state, and national levels.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Considerable knowledge of the principles and administration of effective programs in the criminal justice system in the area of specialization.

Considerable knowledge of the methodology and techniques of planning and research as they apply to evaluating, designing, and developing a wide variety of types of projects for the criminal justice system.

Considerable knowledge of the trends, developments, and theories in law enforcement and the criminal justice system.

Considerable knowledge of the existing system of criminal justice programs in the area of specialization.

General knowledge of the principles and practices of public administration.

Ability to analyze and interpret organizational, program, and procedural problems and to recommend alternatives to existing systems.

Ability to direct and review the work of others.

Ability to effectively convey ideas, in oral and written form, on planning and development to state and local government personnel.

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Ability to establish and maintain effective working relationships with, interested organizations, agencies, and individuals.

Minimum Education and Experience

Graduation from a four-year college or university with a degree in a field related to the area of specialization, preferably including course work in methods of social research, and four years of experience in a field directly related to the specific program assignment, preferably including one year of work in program planning; or an equivalent combination of education and experience.

PREPARED BY
OFFICE OF STATE PERSONNEL

Effective: November 1973