

DIRECTOR, CRIMINAL JUSTICE STANDARDS

DESCRIPTION OF WORK:

Work in this class includes administrative and supervisory responsibility in directing the statewide program of criminal justice training and standards.

The employee directs the regulation of employment and training of criminal justice officers and the distribution of supplemental salary payments to local law enforcement agencies. Responsibilities include investigating, analyzing, and determining eligibility for certification of law enforcement and correctional officers; evaluating criminal justice training programs and instructors; and development of policies, procedures, and guidelines concerning methods of compliance with regulations, entry qualifications, employment procedures, and minimum training requirements. Work is performed independently, under the general guidelines established by the Criminal Justice Training and Standards Council and is under the administrative supervision of the Attorney General. Work is reviewed in terms of objectives met and overall effectiveness of the program.

EXAMPLES OF DUTIES PERFORMED:

Directs staff in development, revision, refinement, and implementation of Council approved regulations dealing with mandatory entry requirements and training standards for criminal justice personnel.

Represents the Criminal Justice Training and Standards Council and serves as mediator in issues involving the Council; compiles and presents information and recommendations for Council consideration.

Maintains regular contact with Sheriffs, Chiefs of Police, and other criminal justice officials and administrators for the purpose of receiving their ideas, thoughts, and criticisms with regard to standards/regulations.

Participates on Personnel Review Boards throughout the State to interview candidates for law enforcement positions and to make recommendations on promotions to local governmental officials.

Prepares annual or biennial budget; appears before legislative appropriations committees to explain, justify, and defend programs and budget requests.

Performs related duties as required.

RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities

Thorough knowledge of State laws and rulings pertaining to the regulations of employment practices in governmental agencies.

Considerable knowledge of personnel management principles and methods as applied to law enforcement and correctional agencies.

Considerable knowledge of criminal justice functions and the training necessary to prepare officers for service.

Ability to organize, plan, coordinate, and evaluate programs and work.

Ability to communicate effectively with others, utilizing listening, writing, and speaking skills; ability to relate well with sheriffs, chiefs of police, elected officials, and the general public.

Minimum Education and Experience

Graduation from a four-year college or university with a degree in public administration, police administration, criminal justice, or a related field and six years of progressively responsible administrative experience in the criminal justice system; or an equivalent combination of education and experience.