



WORKING TITLE: COMMUNITY CORRECTIONS MANAGER	CLASSIFICATION: COMMUNITY CORRECTIONS MANAGER
DEPARTMENT: DEPARTMENT OF COMMUNITY JUSTICE	DIVISION: ADULT
PAY RANGE: PROBM 07	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8747
PPE: PER WORK LOCATION	REVISION DATE: JULY 2023

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES

Oversees daily operations which includes planning, organizing, supervising and managing Parole and Probation field services and Pretrial Services consistent with Evidenced Based Practices and the Department’s mission, principles, and values. Performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Works under the general direction of the Community Justice Director and with a management team consisting of one other Community Corrections Manager, Business Manager and Parks & Work Crew Division Manager. Work is performed with considerable independent judgement.

SUPERVISION EXERCISED

Exercises general supervision over all assigned personnel including Lead Probation Officers, Probation Officers, Probation Officer Aides, Pretrial Services, Probation Program Specialists, Interns and volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in Parole and Probation Services and Pretrial Services.
2. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for Parole and Probation and Pretrial services; implements policies and procedures.
3. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
4. Supervises case management; trains and develops supervised staff in interviewing and counseling clients, developing case plans for monitoring probation compliance, and writing caseload reports.
5. Reviews casework reports for thoroughness and adherence to department policy and procedures; reviews recommendations prepared for courts, law enforcement agencies, and social services agencies.

6. Performs regular performance audits and reviews of supervised staff with an emphasis on improving outcomes; work with staff to develop individual training plans for areas in which they need improvement; monitor progress of training plan implementation.
7. Compiles statistical information for departmental use, such as restitution earnings, fine payments, and client population; maintain records of client assignments, service contracts, probation compliance, and staff reports.
8. Participates in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for requests; monitor and control expenditures.
9. Assists with policy development and implementation, program and project management, and assist with grant procurement, implementation and management.
10. Works closely with contracted and non-contracted correctional treatment programs, both public and private. Maintain positive relationship with partner agencies and assist in the development of Inter-governmental Agreements and Memorandums of Understanding.
11. Participates in selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; provide staff timely, relevant and accurate feedback as related to performance and outcomes.
12. Answers questions and provide information to the public, investigate complaints and recommend corrective action as necessary to resolve complaints.
13. Participates in the department's Evidence Based Practices Initiative and Continuous Quality Improvement process; assess delivery of services and fidelity consistent with department's mission.
14. Promotes staff development of evidenced based principles including awareness of research, and the management of behavioral and organizational change processes.
15. Oversees development of staff training programs (PTO, Survival Skills, Pretrial Justice).
16. Oversees sworn staff's certification processes and maintenance training hours to adhere to DPSST standards.
17. Coordinates transfers and courtesy supervision requests to and from other Counties.
18. Coordinates and/or provides workload coverage during staff absence or shortages.
19. Provides employees with technical and professional assistance and training, as needed.
20. Act as agency liaison to collateral/partnering agencies inside and outside the County.
21. Oversees development of Day Management Center Ready to Work programming.
22. In partnership with Health & Human Services, oversees development of Day Management Center cognitive restructuring programming.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles, practices and procedures of behavior and adjustment problems of adult criminal offenders; probation counseling, caseload management, and the adult criminal justice system, including pretrial, sentencing and probation procedures.
- Correctional theory and methods.
- Principles of supervision, training and performance evaluation.
- Fiscal and program management.
- Treatment interventions and evidence-based practices.

- Community development models, policies and strategies.
- Principles related to appropriate and relevant Oregon Benchmarks for program areas.
- All phases of Community Corrections and administrative level work, and the ability to communicate that knowledge and experience to others.
- The judicial system, the criminal prosecution system, and state and federal criminal laws.
- Case management, supervision, civil rights, search and seizure, rules of evidence, employee relations, the record system, and the care, custody and control of adults in custody.
- Related equipment and data systems.
- Knowledge of pertinent and applicable Oregon revised statutes and Oregon Administrative Rules.

SKILL IN:

- Developing and maintaining positive professional relationships, coaching and team-building.
- Communicating orally and in writing, inclusive of presentations to the public.
- Designing policies, overseeing implementation of initiatives and strategies, and evaluating outcomes.
- Organizing objectives, delegating responsibility, training, evaluating subordinate effectiveness and administering necessary development and discipline.
- Anticipating, planning, organizing and managing change.
- Exercising independent judgement.

ABILITY TO:

- Supervise and implement a comprehensive probation and pretrial services program.
- Investigate cases and objectively evaluate information, and develop case plans.
- Maintain accurate and complete records.
- Work effectively with adult pretrial defendants and sentenced offenders, fellow employees, court personnel and law enforcement personnel.
- Prepare budgets that effectively address program priorities while demonstrating conservation and stewardship of public resources.
- Work independently and delegate responsibility.
- Evaluate staff performance and plan development.
- Establish and maintain effective positive working relationships with diverse groups including staff, colleagues, county officials, volunteer organizations, intergovernmental agencies, and the public.
- Plan, develop and implement policies and procedures, and to anticipate and effectuate changes as needed.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Maintain Taser, OC and CPR/First Aid certifications.

EXPERIENCE AND TRAINING

Bachelor's degree in corrections, criminal justice, counseling, social work, or related field. Five years of experience as a Parole & Probation Officer. Intermediate Certificate in Parole & Probation from the Department of Public Safety Standards and Training (DPSST). Any satisfactory equivalent combination of education, training and/or experience relevant to the

position will be considered. Mid-management level DPSST training required within two years of hire. Adhere to DPSST maintenance training requirements for general Parole & Probation and leadership certifications.

OTHER REQUIREMENTS

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successful completion of a background investigation and psychological test.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves travel to other County offices, work locations, and meetings. The employee will encounter frequent interruptions throughout the workday.

Contact with the public in home, office, or institutional settings which may result in exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The employee is regularly required to sit, talk, or hear, frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend and lift up to 30 pounds.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative, but not all inclusive, of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee must be able to perform each essential duty satisfactorily.