

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Criminal Justice Services

SERIES NO.:

6472

MAJOR AGENCIES:

Office of Criminal Justice Services, Youth Services

EFFECTIVE DATE:

04/22/2012

SERIES PURPOSE:

The purpose of the criminal justice services occupation is to monitor compliance or lead implementation of statewide criminal & juvenile justice grant programs & projects in the field.

Employees monitor compliance of statewide criminal & juvenile justice grant programs & projects in field.

CLASS TITLE:

Criminal Justice Representative

CLASS NUMBER:

64721

EFFECTIVE DATE:

7/01/2001

CLASS CONCEPT:

The full performance level class works under direction & requires thorough knowledge of criminal & juvenile justice guidelines in order to monitor compliance of statewide criminal & juvenile justice grant programs & projects in the field & provide technical assistance to government agencies.

CLASS TITLE: Criminal Justice Field Representative	CLASS NUMBER: 64721	BARGAINING UNIT: 014
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EFFECTIVE DATE:

7/01/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors compliance of one or more state-wide criminal & juvenile justice programs & projects (e.g., community crime prevention; prosecutor victim assistance; drug task force; laboratory drug analysis; pharmaceutical diversion; court delay reduction; multi-jurisdictional drug prosecution; career criminal prosecution; adult & juvenile institutional programming; adult & juvenile community corrections; training for criminal justice personnel information systems for research & program assessment; jail removal of juveniles; deinstitutionalization of status offenders; alternatives to department of youth services commitments; alternatives to secure detention for status offenders & repeat violent offenders) in field & provides technical assistance to local &/or state agencies & deputy director regarding grant related issues.

Reviews grant applications; provides program information for funding recommendations; assists in project notification process & grievance procedures; ascertains if requested items are fundable; reviews special services for minorities; checks compliance with all written directives; determines if interagency networking & assistance will be available; writes narrative & statistical reports; conducts agency on-site visits to monitor program compliance & expenditures; recommends programmatic or fiscal adjustments in criminal & juvenile justice grant procedures, directives, application forms or other system improvement to comply with federal/state regulations, rules or laws; assists in preparation & formulation of criminal grant policies & procedures.

Prepares special reports & correspondence; represents office of criminal justice services at meetings, committees or workshops directly related to work assignments; sets up & prepares agenda for meetings; responds to inquiries from public, local agencies or government officials; keeps informed of federal & state procedural changes by reading pertinent literature.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal/juvenile justice, criminology, law enforcement, political science, sociology or public/business administration; grants*; budgeting*; public relations. Skill in operation of computer, calculator & photocopier*. Ability to define problems, collect data, establish facts & draw valid technical conclusions; calculate fractions, decimals & percentages; write complex reports & correspondence; gather, collate & classify information about criminal data, people or things; answer technical inquiries from program participants, government officials & public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in criminal justice, criminology, law enforcement, political science, sociology or public/business administration; must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. in monitoring criminal justice programs or grants; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires overnight travel.