

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Criminal Justice Planner

SERIES NO.:

6471

MAJOR AGENCIES: Development, Natural Resources
Rehabilitation & Correction, Youth Services**EFFECTIVE DATE:**

03/07/2004

SERIES PURPOSE:

The purpose of the criminal justice planner occupation is to plan & monitor action programs in law enforcement, corrections & court system & write program plans, guidelines & minimum standards.

At the lower level, incumbents plan & evaluate criminal justice programs for compliance with prescribed guidelines.

At the supervisory level, incumbents direct planning & project development unit in provision of planning & research services & supervise unit personnel.

At the administrative level, incumbents plan, direct & coordinate state wide criminal justice program & supervise assigned staff.

CLASS TITLE:

Criminal Justice Planning Specialist

CLASS NUMBER:

64711

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of criminal justice or related field of study in order to plan, monitor & evaluate criminal justice programs in law enforcement, court system or corrections.

CLASS TITLE:

Criminal Justice Planner

CLASS NUMBER:

64712

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of criminal justice or related field of study in order to write plans, guidelines & minimum standards for criminal justice programs/projects.

CLASS TITLE:

Criminal Justice Planning Supervisor

CLASS NUMBER:

64715

EFFECTIVE DATE:

02/18/1996

CLASS CONCEPT:

The supervisory level class works under direction & requires thorough knowledge of criminal justice or related field of study in order to direct & coordinate planning & project development unit in provision of planning & research assistance in areas of law enforcement, courts, corrections or juvenile delinquency & supervise unit personnel.

CLASS TITLE:

Criminal Justice Planning Administrator

CLASS NUMBER:

64716

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The administrative level class works under direction & requires thorough knowledge of criminal justice or related field of study in order to administer statewide criminal justice program for law enforcement, courts, corrections or juvenile delinquency & supervise assigned staff.

CLASS TITLE: Criminal Justice Planning Specialist	CLASS NUMBER: 64711	BARGAINING UNIT: 14
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EFFECTIVE DATE:

03/07/2004

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.)

Plans & recommends action programs in areas of law enforcement, courts & corrections, monitors & evaluates program compliance & effectiveness & serves as technical advisor to program participants & grant recipients.

Reviews grant applications for program participation, prepares budgets & recommends funding of applicant & monitors program compliance & expenditures.

Keeps informed of policy & procedure changes at federal & state level by participation in staff meetings & reading pertinent literature; interprets laws & objectives to local agencies; provides technical assistance through training, conferences & written directives to local agencies regarding specific applications of state & federal laws & procedures.

Researches, compiles & analyzes data to be used in preparation of periodic & special reports & correspondence.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice or related field of study; budgeting*; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret variety of technical material in books, journals & manuals; prepare meaningful, concise & accurate reports; gather, collate & classify data; answer technical inquires from program participants & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate major core program in criminal justice or related field of study (e.g., penology).

-Or 2 yrs. trg. or 2 yrs. exp. in planning & monitoring criminal justice programs.

-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 travel which may include overnight stay.

CLASS TITLE: Criminal Justice Planner	CLASS NUMBER: 64712	BARGAINING UNIT: 14
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EFFECTIVE DATE:

03/07/2004

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.)

Writes plans, guidelines & minimum standards for criminal justice programs/projects based on project proposals, compilation & analysis of data & recommendations from law enforcement associations & ad hoc advisory committees.

Researches & reviews project proposals & makes appropriate recommendations; conducts on-site inspections of municipal & county adult detention facilities to determine technical assistance needs, develop state minimum standards, collect data & audit facilities for compliance with standards; researches & assesses conditions of existing juvenile facilities or lack of separate juvenile facilities, combined areas of population growth, projected population growth, current & projected juvenile arrests & availability of community resources & current mode of handling juvenile offenders.

Attends & participates in planning conferences with state & local agencies, reviews pertinent literature for long range planning purposes; conducts surveys & collects data; develops position papers & recommendations based on research, reviews & approves plans for construction or renovation of adult detention facilities.

Prepares planning directives regarding development & implementation of programs, services & facilities & explains them to local agencies; provides guidance in writing & processing of project applications, policies & procedures & provides training as necessary.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice or related field of study; public relations. Skill in technical or business writing*. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; write & interpret directives; gather, collate & classify data; handle sensitive inquiries from program participants & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate major core program in criminal justice or related field of study (e.g., penology); 6 mos. trg. or 6 mos. exp. in planning & monitoring criminal justice program.

-Or 30 mos. trg. or 30 mos. exp. in planning & monitoring criminal justice programs.

-Or 6 mos. exp. as Criminal Justice Planning Specialist, 64711.

-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 travel which may include overnight stay.

CLASS TITLE: Criminal Justice Planning Supervisor	CLASS NUMBER: 64715	BARGAINING UNIT: EX
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EFFECTIVE DATE:

02/18/1996

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.)

Directs or coordinates planning & project development units in providing continuing planning & research assistance in areas of law enforcement, courts, corrections or juvenile delinquency, assigns project research & surveys, supervises unit personnel, develops special projects & assists with preparation of statewide criminal justice programs.

Directs & monitors activities of district personnel who assist local agencies in preparing program applications, training programs & budget estimates; provides technical assistance (e.g., proposal evaluation & review, proper reporting systems) & acts as information center for local agencies & interested groups.

Assists in coordinating criminal justice planning with other divisions; advises & recommends administrative procedures & program proposals as assigned & keeps informed of policy/procedure changes at federal & state level.

Represents department at meetings &/or public speaking engagements; answers inquiries from public & other planning groups; travels throughout state to accomplish objectives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice or related field of study; public relations; supervisory principles/techniques*. Ability to define problems, collect data, establish facts & draw valid conclusions; write reports & project specifications; answer sensitive inquiries from program participants & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in criminal justice or related field of study.

-Or completion of undergraduate core program in criminal justice or related field of study; 1 yr. exp. in planning & monitoring criminal justice programs that included writing program plans, guidelines & minimum standards.

-Or 3 yrs. trg. or 3 yrs. exp. in planning & monitoring criminal justice programs that included writing program plans, guidelines & minimum standards.

-Or 6 mos. exp. as Criminal Justice Planner, 64712.

-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 travel which may include overnight stay.

CLASS TITLE: Criminal Justice Planning Administrator	CLASS NUMBER: 64716	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

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.)

Plans, directs & coordinates procedures for development & implementation of statewide law enforcement programs within local criminal justice agencies, reviews & monitors all projects & programs for effectiveness in achieving goals & supervises assigned staff.

Coordinates criminal justice planning with other division & bureaus, advises & makes recommendations on administrative policies & procedures, program proposals & budgetary matters & keeps informed of policy/procedure changes at federal & state level, coordinates promulgation & revision of program guidelines & minimum standards & investigates alleged policy & procedure violations related to funded program.

Represents department at meetings &/or public speaking engagements as assigned, answers inquiries from public & other planning groups & travels throughout state to accomplish objectives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice or related field of study; public relations; supervisory principles/techniques; management*. Ability to define problems, collect data, establish facts & draw valid conclusions; write &/or edit detailed proposals & specifications; handle sensitive inquiries from program participants & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in criminal justice or related field of study (e.g., penology); 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

-Or completion of undergraduate major core program in criminal justice or related field of study; 12 mos. trg. or 12 mos. exp. in planning & monitoring criminal justice programs that included writing program plans, guidelines & minimum standards; 6 mos. trg. or 6 mos. exp. in supervisory principles/ techniques.

-Or 36 mos. trg. or 36 mos. exp. in planning & monitoring criminal justice programs that included writing program plans, guidelines & minimum standards; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

-Or 6 mos. exp. as Criminal Justice Planning Supervisor, 64715.

-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 travel.