

CRIMINAL JUSTICE SPECIALIST 2**Nature of Work**

Under general supervision, performs full-performance level professional work in one or more of a varied number of criminal justice program development, improvement and research activities in the State. These development, improvement and research activities may be within sub-areas of corrections, law enforcement, prosecution and/or court management. The specialist may work in one or more specialty areas: planning, grants management, program development, program assessment, grant/compliance monitoring, data analysis and research studies. Accountable for established objectives in the specialty area. May plan, organize and coordinate a moderately complex project or grant in the area of assignment. Performs related work as required.

Distinguishing Characteristics

The Criminal Justice Specialist 2 is distinguished from the Criminal Justice Specialist 1 by performing at the full-performance level. The Criminal Justice Specialist 3 differs by the responsibility of complex statewide project or programs and performing as a senior specialist in the area of assignment.

Examples of Work

Identifies criminal justice system development needs through meetings with state and local government officials, community leaders, and private sector parties, and by collecting and reviewing relevant criminal justice data.

Develops and administers state and federal grant programs to meet the criminal justice community needs.

Develops state and federal criminal justice grant program strategies and plans.

Conducts workshops and meetings to advise state and local government officials, community leaders, and private sector parties of available programs and trains these parties on grant writing and grant procedures/administration.

Reviews grant applications for accuracy in such areas as financial documentation, program guidelines, etc.

Assists grantees in developing and maintaining grant management systems for financial records and monthly reports.

Monitors the administration of state and local criminal justice grants to assure compliance with grant requirements.

Monitors criminal justice agencies for compliance with applicable state and federal laws and regulations.

CRIMINAL JUSTICE SPECIALIST 2 - CONT'D.

Examples of Work (cont'd)

- Designs and implements scientific research projects, including statewide data collection procedures, to study sub-areas or topics in criminal justice.
- Obtains, validates and analyzes data using statistical and spreadsheet software packages.
- Presents the results of research studies and relevant conclusions to the Legislature, criminal justice professionals, and the public.
- Prepares statistical, research and planning documents.

Knowledge, Skills and Abilities

- Knowledge of the criminal justice system and the operations of its respective components.
- Knowledge of the grant process.
- Knowledge of strategic planning and planning techniques.
- Knowledge of the scientific method, research design, and statistical analysis.
- Knowledge of data collection, compilation and analysis procedures, and techniques.
- Knowledge of statistical, spreadsheet and other relevant computer software applications.
- Knowledge of publication procedures and techniques.
- Ability to develop grant programs and plans.
- Ability to train local officials and interested parties in grant administration and application procedures.
- Ability to review grant applications and other records for accuracy and compliance with established guidelines.
- Ability to design and implement scientific research projects.
- Ability to establish and maintain effective working relationships at the federal, state and local levels.
- Ability to speak about and clearly explain grant programs, planning documents and research studies.
- Ability to communicate complex ideas and procedures through the written word.

Minimum Qualifications

- Training:** Bachelor's degree from an accredited four-year college or university in criminal justice, political science, social sciences, mathematics, statistics, planning, management or related field.

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CRIMINAL JUSTICE SPECIALIST 2 - CONT'D.

Minimum Qualifications (cont'd)

Experience: Two years of full-time or part-time equivalent paid professional experience in grants development or grants administration, planning, project administration, criminal justice, data analysis, statistics, research or mathematics.

Substitution: A master's degree from an accredited college or university may substitute for one year of the required experience. **OR** Six college semester hours related to grants development or grants administration, planning, project administration, criminal justice, data analysis, statistics, research, or mathematics may substitute for one year of the required experience.

Established: 04/19/01
Revised: 09/11/01, 3/5/04
Effective: 3/5/04