

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CRIMINAL JUSTICE SPECIALIST SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
CRIMINAL JUSTICE SPECIALIST TRAINEE	10236
CRIMINAL JUSTICE SPECIALIST I	10231
CRIMINAL JUSTICE SPECIALIST II	10232

Effective: 6-1-01

A. SERIES INTRODUCTION

The Illinois Criminal Justice Information Authority is the state agency charged by statute with the administration of federally funded criminal justice block grant programs. As such, the authority is required to identify and describe criminal justice problems, to develop plans for addressing those problems and to implement or facilitate the implementation of final plan. This effort is targeted on improved functioning of the criminal justice system.

B. LEVEL DIFFERENTIATION

To fulfill its charge in implementation of federally funded criminal justice block grant programs, the authority requires a diverse range of skills and experience related to planning, the components and operation of the criminal justice system, education and training, with the main thrust being focused on and supportive of the prevention and control of crime. The various roles of the classes assumed in the planning, development, coordination and implementation of programs are those of consultant, facilitator, field coordinator, liaison, manager, motivator, planner, program developer, project coordinator and representative of the agency. Positions supervising professional staff engaged in program planning and development and policy development and positions serving as administrators of major functional divisional programs are properly allocated to the Senior Public Service Administrator class.

CRIMINAL JUSTICE SPECIALIST TRAINEE

POSITION CODE: 10236

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of six to twelve months, participates in on-the-job training programs designed to develop the necessary understanding and skills to develop, implement, monitor, analyze and evaluate performance of specialized victim assistance and/or crime prevention and control programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in all activities leading to implementation of programs designed to provide services for crime victims and/or to prevent and reduce crime.
2. Participates in an orientation, in-service and on-the-job training program to obtain specialized knowledge of programs, philosophies and objectives.
3. Receives increasingly complex assignments, on a continuing basis, for the purpose of developing specialized skills, which may include elementary data collection, research methods, and data analysis techniques.
4. Applies knowledge and skills learned and acquired in order to successfully complete assigned projects.
5. Participates in staff meetings, conferences, institutes and other activities that will provide meaningful learning experiences.
6. Performs a variety of support functions related to the administration of federal grant programs, or the conduct of research and evaluation projects.
7. Participates in on-the-job training and performs increasingly more complex functions relating to the development, gathering, and presentation of information for planning and budget preparation; participates and develops increasing expertise in all areas of grants administration, assessment and reporting.
8. Participates in the preparation of all assigned correspondence and paperwork relating to grant administration; attends, participates in and assists with development of authority-sponsored training sessions.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CRIMINAL JUSTICE SPECIALIST TRAINEE (Continued)

DESIRABLE REQUIREMENTS:Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science.

Knowledges, Skills and Abilities

Requires elementary knowledge of the criminal justice system and processes.

Requires elementary knowledge of public agencies and private organizations addressing the problems of crime and victim services.

Requires ability to communicate orally and in writing.

Requires ability to participate in and profit from on-the-job training and to effectively apply knowledge acquired to assigned work activities.

Requires ability to establish and maintain effective working relationships with employees, groups and agencies.

Requires ability to complete tasks on deadline.

Requires ability to digest and follow written and oral instructions.

Requires ability to learn utilization of office equipment, computer hardware and software, including word-processing, spreadsheet, and database packages.

Requires an appropriate valid driver's license.

CRIMINAL JUSTICE SPECIALIST I

POSITION CODE: 10231

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs technical functions relating to the design and development, implementation and monitoring of programs and plans for the prevention and control of crime and the improvement of the criminal justice system.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists senior staff in gathering, developing and presenting specialized professional information and advice to the authority and to state and local criminal justice agencies; assists in providing information and data relative to comprehensive planning and assessment of programs.
2. Assists in providing technical assistance to implementing agencies; assists in the development of criminal justice programs.
3. Receives and acknowledges receipt of proposed inter-agency agreements; assists in the review of proposed agreements, recommends changes in methods and procedures related to their review and processing; informs implementing agencies of status of agreements; assists in conducting post award follow-up on inter-agency agreements to ensure conformity to requirements; assists in conducting follow-up to ensure efficient agreement administration; reviews and analyzes progress and fiscal reports from implementing agencies; assists in providing advice to management and implementing agencies relative to progress of agreements.
4. Performs technical functions relating to study design for gathering, maintenance, development and presentation of sensitive and confidential information for planning, staffing and evaluation of programs in population/capacity management; participates in report and computer graphics preparation and presentation illustrating corrections trends; participates in impact studies of proposed legislation; participates in preparation of budgetary options; performs assigned functions in grant application, monitoring and report preparation.
5. Performs technical functions relating to grants administration, program development, budget review targeted on improvements in training programs, for juvenile or correctional officers; maintains communications with other agencies and facilities in youth services and corrections; assists with budget review for training program; receives, acknowledges, reviews and processes grant applications; reviews and evaluates assigned training program components for conformity to grant or certification requirements.

CRIMINAL JUSTICE SPECIALIST I (Continued)

6. Assists in the planning and implementation of the authority's statewide crime prevention program.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science.

Requires completion of an agency approved training program or one year of professional experience in planning, development, implementation or assessment of programs in criminal justice, government, public administration, sociology, accounting, political science or equivalent advanced academic work.

Knowledges, Skills and Abilities

Requires working knowledge of program planning, development and implementation for the prevention and control of crime.

Requires working knowledge of the funding sources, technical assistance and other available resources for effective program development related to the prevention and control of crime.

Requires working knowledge of the criminal justice system and processes.

Requires working knowledge of public agencies and private organizations addressing the problems of crime and delinquency.

Requires ability to analyze complex information, identify problems and propose creative and effective solutions.

Requires ability to plan, research and develop reports concerned with specific areas of the criminal justice system.

Requires ability to establish and maintain rapport with public and private organizations dealing with the prevention and control of crime.

Requires ability to utilize word processing software and office equipment.

Requires ability to utilize computer software and equipment.

CRIMINAL JUSTICE SPECIALIST II

POSITION CODE: 10232

DISTINGUISHING FEATURES OF WORK:

Under direction, performs lead worker or more complex functions relating to the design and development, implementation and monitoring of programs and plans for the prevention and control of crime and the improvement of the criminal justice system; performs functions related to: (1) government and public service liaison, (2) program planning and development, (3) processing or monitoring of inter-agency or intra-agency agreements; (4) development and implementation of crime prevention programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Gathers, develops and presents specialized professional information and advice to the authority and to state and local criminal justice agencies.
2. Gathers, maintains, develops and presents sensitive and confidential information for planning, staffing and evaluation of programs in population/capacity management; prepares reports and computer graphics presentations explaining and illustrating trends, issues and problems dealing with escapes, deaths, death row population and community service; conducts impact analyses of proposed legislation; prepares budget options involving programs and staff; writes grant applications for outside funding; monitors facility activities against grant award; prepares and submits reports on grant activities.
3. Acts as a lead worker to less experienced criminal justice specialists; provides work guidance and direction; provides input into performance evaluations.
4. Provides information and data relative to comprehensive planning and assessment of programs.
5. Performs technical functions related to development, evaluation and implementation of juvenile or correctional officers training programs; reviews and processes grant applications; evaluates programs and components for conformance to grant or certification requirements; makes recommendations to executive director regarding grant or certification approval; accepts speaking and liaison assignments on behalf of the executive director.
6. Provides technical assistance to implementing agencies or facilities.
7. Receives and acknowledges receipt of proposed agreements.

CRIMINAL JUSTICE SPECIALIST II (Continued)

8. Recommends changes in methods and procedures related to agreement review and processing; maintains liaison with and informs implementing agencies or facilities of status of agreements; conducts post award follow-up on agreements to ensure conformity to requirements; conducts complex follow-up to ensure efficient agreement administration; reviews and analyzes progress and fiscal reports from implementing agencies; provides advice to management and implementing agencies relative to progress of agreements.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science.

Requires two years of professional experience in planning, development, implementation or assessment of programs in criminal justice, government, public administration, sociology, accounting, political science or equivalent advanced academic work.

Knowledges, Skills and Abilities

Requires extensive knowledge of program planning, development and implementation for the prevention and control of crime.

Requires extensive knowledge of the funding sources, technical assistance and other available resources for effective program development related to the prevention and control of crime.

Requires working knowledge of the criminal justice system and process.

Requires working knowledge of public agencies and private organizations addressing the problems of crime and delinquency.

Requires ability to analyze complex information, identify problems and propose creative and effective solutions.

Requires ability to plan, research and develop reports concerned with specific areas of the criminal justice system.

Requires ability to establish and maintain rapport with public and private organizations dealing with the prevention and control of crime.

Requires ability to utilize word processing software and various office equipment.

Requires ability to utilize computer software and equipment.