

## CRIMINAL JUSTICE PLANNER I

### DESCRIPTION OF WORK

This is consultative work as a program specialist in the research, promotion, and development of programs for funding by federal LEAA grants in the criminal justice system at the state and local levels. Employees in this class serve as program specialists and consultants, and assist higher level planners in the evaluation of grant requests and in the development of new projects to meet deficiencies and increase the effectiveness of current programs. Employees investigate current projects and needs in order to determine means to improve on-going and future programs; coordinate with state and local officials to develop projects consistent with current methodology; and recommend the funding of projects. Work is performed under the general supervision of the program planner and the Criminal Justice Planning Director, and is evaluated through conferences and written reports.

### EXAMPLES OF DUTIES PERFORMED

Organizes and conducts research designed to evaluate existing criminal justice programs and LEAA funded projects; recommends changes in project methodology or activities.

Processes and evaluates grant applications requesting federal LEAA funds for the development and implementation of new projects.

Consults with local and state government officials and private citizens to identify and encourage implementation of more effective techniques, practices, and programs in the criminal justice system. Develops and provides materials and recommendation's to the Law and Order Committee and for the Comprehensive State Plan.

Assists public agencies in developing project requests; explains decisions and recommendations to project applicants.

Assists staff planners and administrators in determining priorities and planning procedures.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

General knowledge of the principles and administration of effective programs in the criminal justice system in the area of specialization.

General knowledge of the methodology and techniques of planning and research as they apply to evaluating, designing, and developing a variety of types of projects for the criminal justice system.

General knowledge of the trends, developments, and theories in law enforcement and the criminal justice system.

General knowledge of the existing system of criminal justice programs in the area of specialization.

General knowledge of the principles and priorities of public administration.

Ability to analyze and interpret organizational, program, and procedural problems and to recommend alternatives to existing systems.

Ability to effectively convey ideas, in oral and written forms, on planning and development to criminal justice personnel.

Ability to establish and maintain effective working relationships with governmental agency and unit personnel, with policy-makers, and with the general public.

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Minimum Education and Experience

Graduation from a four-year college or university with a degree in a field related to the area of specialization, preferably including course work in methods of social research, and two years experience in a field directly related to the specific program assignment, preferably including one year of work in program planning; or an equivalent combination of education and experience.

PREPARED BY  
OFFICE OF STATE PERSONNEL

Effective: November 1973