

RESOLUTION NO. 14-7957

**RESOLUTION TO ADOPT THE JOB DESCRIPTION AND SALARY  
CLASSIFICATION OF ALTERNATIVE SENTENCING COORDINATOR I AT RANGE  
1728, ALTERNATIVE SENTENCING COORDINATOR II AT RANGE 1935 AND  
ALTERNATIVE SENTENCING MANAGER AT RANGE 2322**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, District Attorney David Hollister is requesting a reorganization within his department; and

**WHEREAS**, within this reorganization he has requested deleting the current classification of Alternative Sentencing Coordinator, at range 1728, a new classification of Alternative Sentencing Coordinator I at range 1728, Alternative Sentencing Coordinator II at range 1935 and Alternative Sentencing Manager at range 2322 to be added to the Plumas County Position and Salary Classifications flexibly allocated; and

**WHEREAS**, the amendments to the job description are necessary to provide a more accurate description of the type of duties and responsibilities assigned to the Alternative Sentencing Manager, and Alternative Sentencing Coordinator I and II.

**WHEREAS**, the Human Resources Director has reviewed the information provided by the District Attorney, including the proposed job description and salary range and has determined that it is within reason; and

**WHEREAS**, it is also within reason to create a classification at an advance step above the entry level Alternative Sentencing Coordinator position. Alternative Sentencing Coordinator II level would perform more complex duties and would work more independently than the entry level position; and

**WHEREAS**, the proposed salary ranges for the Alternative Sentencing Coordinator II and Alternative Sentencing Manager is at least 10% higher than that of the Alternative Sentencing Coordinator I and Alternative Sentencing Coordinator II classification which is consistent with other advance level classifications within a series.

**WHEREAS**, Operating Engineers Representative, Mr. Gregory Ramirez was provided a copy of this job descriptions and has responded that the Union has no issue with the job description or the salary classification.

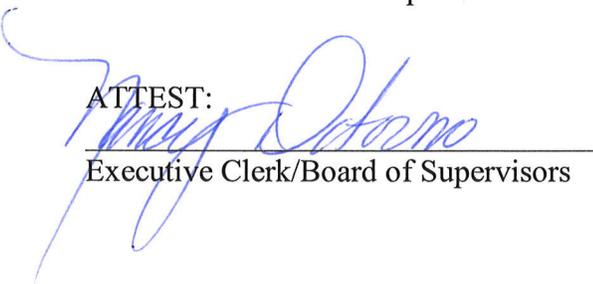
**NOW, THEREFORE, BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

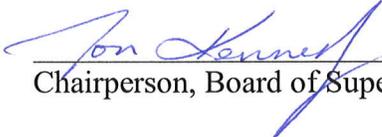
The County's classification plan is hereby amended to reflect the deletion of Alternative Sentencing Coordinator at range 1728, the addition of Alternative Sentencing Coordinator I at range 1728, II at range 1935 and Alternative Sentencing Manager at range 2322 and to be flexibly allocated, as presented to the Board.

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 8<sup>th</sup> day of April 2014 by the following vote:

AYES: Supervisors THRALL, GOSS, SIMPSON, SWOFFORD, KENNEDY  
NOES: Supervisors NONE  
ABSENT: Supervisors NONE

ATTEST:

  
Executive Clerk/Board of Supervisors

  
Chairperson, Board of Supervisors

# DRAFT

## ALTERNATIVE SENTENCING COORDINATOR I

### DEFINITION

Under general direction administers, plans, organizes, and supervises the functions, services, and programs of Plumas County's collaborative justice programs, including the Plumas County Adult Drug Court and a variety of alternative sentencing programs under Criminal Justice Realignment as assigned; responsible for the administration of mandated treatment programs and the delivery of services; responsible for certain victim services related to AB109; provides Administrative leadership; represents these programs with state, local and community organizations and other government agencies; and does related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the beginning or entry level position in the Alternative Sentencing Coordinator class. Incumbents typically have responsibility for the administration and coordination of some of the Plumas County's collaborative justice programs, which include Adult Drug Court and other court mandated treatment programs under Criminal Justice Realignment. The incumbent works closely with the Community Corrections Partnership and the Drug Court Treatment Team and the Drug Court Policy Committee in the development and administration of Plumas County Court Mandated Treatment Programs. This position represents the District Attorney in a variety of services provided to the victims of crime.

### REPORTS TO

The District Attorney or the Alternative Sentencing Manager.

### CLASSIFICATIONS DIRECTLY SUPERVISED

Community Care Case Manager, Office Assistant, Grant Compliance Officer and Grant Compliance Assistant, Administrative Assistant I and II, Fiscal and Technical Services Assistant I, II and III and Legal Services Assistant I and II.

## **ALTERNATIVE SENTENCING COORDINATOR I - 2**

### **EXAMPLES OF DUTIES**

- Works closely with the Community Corrections Partnership, the Adult Drug Court Partnership, and relevant committees and workgroups.
- The Coordinator will assist various treatment programs with the monitoring and evaluation when appropriate
- Assists with recruitment, staffing and selection of personnel.
- Supervises, trains, and schedules staff and volunteers.
- Assists Alternative Sentencing Manager or District Attorney in establishing standards for various programs.
- Assists with the development of program plans.
- Assists in seeking funding sources, responding to grant applications, and implementing and monitoring grant funds to ensure the ongoing operation of the mandated treatment programs.
- Is responsible for the preparation of regular reports to include number of participants, graduates, recidivism rates, and changes in programs.
- Oversees policies and procedures for clients and staff.
- Monitors staff and contractor effectiveness.
- Provides training and education for community organizations and assists in event coordination, planning and implementation.
- Acts as liaison with community groups, and State, Federal and local agencies.
- Evaluates client satisfaction and quality of care provided by to participants of collaborative justice programs, including the Plumas County Adult Drug Court Program, AB 109 funded Behavioral Health services, and ancillary services serving participants in collaborative justice programs
- Participates in policy development and implementation.
- Manages grant compliance.
- Conducts community assessments and presentations. Implements specific programs or program components.
- Keeps statistics and provides records and reports to authorized agencies.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction cases.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment

including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

### **ALTERNATIVE SENTENCING COORDINATOR I - 3**

#### **TYPICAL WORKING CONDITIONS**

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

#### **DESIRABLE QUALIFICATIONS**

##### **Knowledge of:**

- Collaborative justice theories and models
- Restorative justice theories and models
- Sentencing programs and options
- Modern methods of assessing, planning, designing and evaluation of mandated treatment court programs.
- Relevant Federal, State and local laws, regulations, policies and standards pertaining to collaborative justice programs and funding.
- Community organization and development principles and practices.
- Methods and techniques for providing training and education to individuals, groups and the community.
- Methods of program monitoring and evaluation.
- Principles of supervision, training, and employee evaluation.

##### **Ability to:**

- Plan, organize, develop and implement programs and services.
- Assign, schedule, supervise and evaluate staff.
- Oversee budgets and control expenditures.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Provide grant compliance oversight.
- Establish and maintain cooperative working relationships and mediate disputes among the various agencies involved in these programs.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.

## **ALTERNATIVE SENTENCING COORDINATOR I - 4**

### **Training and Experience:**

Three (3) years experience in administration or implementation of drug courts or similar criminal justice programs, which include some management responsibility, program planning, administration and supervision experience.

Equivalent to graduation from a recognized college with an Associate or Bachelor's Degree in Criminal Justice, Human Services, Counseling, Psychology or Sociology or a related field.

**Special Requirements:** Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

# DRAFT

## ALTERNATIVE SENTENCING COORDINATOR II

### DEFINITION

Under general direction administers, plans, organizes, and supervises the functions, services, and programs of Plumas County's collaborative justice programs, including the Plumas County Adult Drug Court and a variety of alternative sentencing programs under Criminal Justice Realignment as assigned; responsible for administration of mandated treatment programs and the delivery of services; responsible for certain victim services related to AB109; provides Administrative leadership; represents these programs with state, local and community organizations and other government agencies; and does related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the experienced level position in the Alternative Sentencing Coordinator class. Incumbents typically have extensive responsibility for the administration and coordination of the Plumas County's collaborative justice programs, which include Adult Drug Court and other court mandated treatment programs under Criminal Justice Realignment. The incumbent works closely with the Community Corrections Partnership and the Drug Court Treatment Team and the Drug Court Policy Committee in the development and administration of Plumas County Court Mandated Treatment Programs. This position represents the District Attorney in a variety of services provided to the victims of crime.

### REPORTS TO

The District Attorney or the Alternative Sentencing Manager.

### CLASSIFICATIONS DIRECTLY SUPERVISED

Community Care Case Manager, Office Assistant, Grant Compliance Officer and Grant Compliance Assistant, Administrative Assistant I and II, Fiscal and Technical Services Assistant I, II and III and Legal Services Assistant I and II.

## **ALTERNATIVE SENTENCING COORDINATOR II - 2**

### **EXAMPLES OF DUTIES**

- Works closely with the Community Corrections Partnership, the Adult Drug Court Partnership, and relevant committees and workgroups.
- The Coordinator II will direct various treatment programs in monitoring and evaluation when appropriate.
- Assists with recruitment, staffing and selection of personnel.
- Supervises, trains, and schedules staff and volunteers.
- Assists Alternative Sentencing Manager or District Attorney in establishing standards for various programs.
- Develops and presents community education programs on collaborative justice topics.
- Assists in seeking funding sources, responding to grant applications, implementing and monitoring grant funds and providing fiscal, narrative and statistical information as required by the funding source to ensure the ongoing operation of the mandated treatment programs.
- Plans and develops workplans related to collaborative justice projects in consultation with collaborative justice partners and communities.
- Is responsible for the preparation of regular reports to include number of participants, graduates, recidivism rates, and changes in programs.
- Develops policies and procedures for clients and staff.
- Monitors staff and contractor effectiveness.
- Provides training and education for community organizations and assists in event coordination, planning and implementation.
- Acts as liaison with community groups, and State, Federal and local agencies.
- Analyzes and makes recommendations regarding the effectiveness of programs and conducts reviews for appropriate utilization of services from admission through discharge of clients.
- Evaluates client satisfaction and quality of care provided by to participants of collaborative justice programs, including the Plumas County Adult Drug Court Program, AB 109 funded Behavioral Health services, and ancillary services serving participants in collaborative justice programs
- Participates in policy development and implementation.
- Seeks grant funding, assists with grant applications and provides grant compliance.
- Conducts community assessments and presentations. Implements specific programs or program components.
- Keep statistics and provides records and reports to authorized agencies.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction cases.

## **ALTERNATIVE SENTENCING COORDINATOR II - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

### **TYPICAL WORKING CONDITIONS**

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Collaborative justice theories and models
- Restorative justice theories and models
- Sentencing programs and options
- Modern methods of assessing, planning, designing and evaluation of mandated treatment court programs.
- Relevant Federal, State and local laws, regulations, policies and standards pertaining to collaborative justice programs and funding.
- Community organization and development principles and practices.
- Methods and techniques for providing training and education to individuals, groups and the community.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

#### **Ability to:**

- Plan, organize, develop and implement programs and services.
- Assign, schedule, supervise and evaluate staff.
- Oversee budgets and control expenditures.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Provide grant compliance oversight.
- Establish and maintain cooperative working relationships and mediate disputes among the various agencies involved in these programs.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.

## ALTERNATIVE SENTENCING COORDINATOR II - 4

### **Training and Experience:**

Five (5) years' experience in administration or implementation of drug courts or similar programs, which include management responsibility, program planning, administration, grant compliance and supervision experience.

Equivalent to graduation from a recognized college or university with a Bachelor's Degree in Criminal Justice, Public Administration, Human Services, Counseling, Psychology or Sociology or a related field.

**Special Requirements:** Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

# DRAFT

## ALTERNATIVE SENTENCING MANAGER

### DEFINITION

The incumbent is expected to work independently with limited direction to administer, plan, organize, and supervise the functions, services, and programs of Plumas County's collaborative justice programs, including the Plumas County Adult Drug Court and a variety of alternative sentencing programs under Criminal Justice Realignment ; responsible for the administration of mandated treatment programs and the delivery of services; Alternative Sentencing is responsible for administering many programs. These programs include, but are not limited to, Drug Court, Proposition 36 Court, Day Reporting Center, Alternative Sentencing Program staff, Jail Programming, Court Referrals (including service delivery oversight and reporting for Mental Health and Alcohol and Drug), and Court Reports as dictated by the court for formal and summary probationers; responsible for certain victim services related to AB109; provides Administrative leadership; represents these programs with state, local and community organizations and other government agencies; and does related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the management level position in the Alternative Sentencing Program. Incumbents typically have extensive responsibility for the administration and coordination of Plumas County's collaborative justice programs under Criminal Justice Realignment. The Incumbent designs and implements a variety of complex programs and interacts with outside agencies involved in Multi-disciplinary Teams. The "Multi-disciplinary team" (MDT) includes representatives from the court, District Attorney, Public Defender, Probation Department, Alcohol and Drug, Mental Health as well as other providers as needed (for example Veteran's Services if the defendant is a veteran). The purpose of the MDT is to offer a fully comprehensive wrap around treatment program to participants. The MDT is involved in the process from sentencing on. With Alcohol and Drug and Mental Health, as well as treatment providers, the treatment plan or case plan is documented and acknowledged by all members of the MDT and used to hold the participant accountable as well as monitor progress in order to reduce costs and impacts on the criminal justice system, jail resources and future harm to the public. The Incumbent has experience in grant writing and budget preparation and oversight. The Incumbent works closely with the Community Corrections Partnership and the Drug Court Treatment Team and the Drug Court Policy Committee in the development and administration of Plumas County Court Mandated Treatment Programs. This position represents the District Attorney in a variety of services provided to the victims of crime.

## **REPORTS TO**

The District Attorney as well as the Community Corrections Partnership and the Plumas County Adult Drug Court Partnership under District Attorney supervision.

## **CLASSIFICATIONS DIRECTLY SUPERVISED**

Alternative Sentencing Coordinator I and II, Community Care Case Manager, Office Assistant, Grant Compliance Officer and Grant Compliance Assistant, Administrative Assistant I and II, Fiscal and Technical Services Assistant I, II and III and Legal Services Assistant I and II.

## **ALTERNATIVE SENTENCING MANAGER - 2**

### **EXAMPLES OF DUTIES**

- Works closely with the Community Corrections Partnership, the Adult Drug Court Partnership, and relevant committees, agencies and workgroups.
- Develops, designs and implements a variety of treatment and educational programs and other services for defendants in mandated treatment programs.
- This position will assist in hiring, to include providing hiring recommendations, supervises and evaluates assigned staff.
- Establishes and oversees standards for evidence based programs.
- Provides leadership and consultation to staff in the resolution of difficult questions or problems.
- Develops and presents community education programs on collaborative justice topics.
- Seeks funding sources, writes grant applications, implements and monitors grant funds and provides fiscal, narrative and statistical information as required by the funding source to ensure the ongoing operation of the mandated treatment programs.
- Plans and develops workplans related to collaborative justice projects in consultation with collaborative justice partners and community agencies.
- Is responsible for the preparation of regular reports to include number of participants, graduates, recidivism rates, and changes in programs.
- Develops policies and procedures for clients and staff.
- Monitors staff and contractor effectiveness.
- Provides training and education for community organizations and assists in event coordination, planning and implementation.
- Acts as liaison with community groups, and State, Federal and local agencies.
- Analyzes and makes recommendations regarding the effectiveness of programs and conducts reviews for appropriate utilization of services from admission through discharge of clients.
- Evaluates client satisfaction and quality of care provided to participants of collaborative justice programs, including the Plumas County Adult Drug Court Program, AB 109 funded Behavioral Health services, and ancillary services serving participants in collaborative justice programs
- Participates in policy development and implementation.
- Seeks grant funding, writes grant applications and provides grant compliance.
- Conducts community assessments and presentations. Implements specific programs or program components.
- Keep statistics and provides records and reports to authorized agencies.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction cases.
- Maintains activity and quality control records and provides other complex analytical strategies.



## **ALTERNATIVE SENTENCING MANAGER - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

### **TYPICAL WORKING CONDITIONS**

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Collaborative justice theories and models
- Restorative justice theories and models
- Sentencing programs and options
- Modern methods of assessing, planning, designing and evaluation of mandated treatment court programs.
- Relevant Federal, State and local laws, regulations, policies and standards pertaining to collaborative justice programs and funding.
- Community organization and development principles and practices.
- Methods and techniques for providing training and education to individuals, groups and the community.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

#### **Ability to:**

- Plan, organize, develop and implement programs and services with assigned staff and other agencies.
- Assign, schedule, supervise and evaluate staff.
- Prepare and oversee budgets, control expenditures, monitor revenue.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures to staff and agencies providing services.
- Provide grant compliance oversight, obtain facts and analyze data for reports.
- Establish and maintain cooperative working relationships and mediate disputes among the various agencies involved in these programs
- Prepare clear, relevant and accurate reports and communicate effectively.

## ALTERNATIVE SENTENCING MANAGER - 4

### **Training and Experience:**

Seven (7) years' experience in administration or implementation of drug courts or similar criminal justice programs, which include two years of management responsibility, program planning, administration, grant compliance and supervision experience.

Equivalent to graduation from a recognized college or university with a Bachelor's Degree in Criminal Justice, Public Administration, Human Services, Counseling, Psychology, Sociology or a related field.

**Special Requirements:** Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

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