

## ALTERNATIVE SENTENCING MANAGER

### **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 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 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.
- Hires, trains, 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:**

Three (3) years' experience in administration or implementation of drug courts or similar criminal justice 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, 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.