

CCAB Coordinator/Manager Position Description

Disclaimer: The following position description should only be used as an example and is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of a County employee in this type of position.

General Summary of Function/Purpose of Position:

Employees in this position are responsible for development, implementation, and monitoring of the local Community Corrections Comprehensive Plan and Application under Public Act 511 (PA511). The employee works within general policies and procedures and exercises considerable independent judgment in assisting the local Community Corrections Advisory Board (CCAB) in developing and implementing the Plan. The CCAB Coordinator/Manager acts as an advisor to the CCAB and liaison between the CCAB and the State, continually providing necessary information to both entities in an efficient and timely manner.

Depending on the demographics and structure of the local jurisdiction some managers are responsible for administrative duties only—overseeing agency employees and/or contracted individuals or agencies that provide funded services. Other managers have a combination of administrative and service provider duties.

Primary Duty #1: Development of the Local Community Corrections Comprehensive Plan and Application—the CCAB manager, in concert with the CCAB members, must use all available information to propose objectives for reducing or maintaining low prison commitment rates, improving jail utilization, and impacting recidivism. In addition, the manager is responsible to oversee development of the strategies (programs, policies, practices) to attain those objectives.

Individual tasks related to this duty include, but are not limited to:

- Develop a clear understanding of the intent of PA511, priorities established by the State Community Corrections Board, and expectations of the Office of Community Corrections (OCC).
- Become knowledgeable in community corrections programs/services and evidence-based practices, AND be able to comprehensively convey this information to the CCAB members, the public, and other stakeholders.
- Gather and analyze all relevant, available quantitative and qualitative data:
 - Quantitative—includes Offender Management Network Information (OMNI) system data, produced by the Michigan Department of Corrections (MDOC), which reflects each county's felony dispositions and prison commitment rate; Jail Population Information System (JPIS) data, which reflects each county's jail utilization by misdemeanants, felons, sentenced and unsentenced populations; financial data, which reflects available resources, or lack thereof.
 - Qualitative—may include local anecdotal reasons for changes in felony dispositions, prison commitment rates, or jail utilization—for example, changes in key stakeholders, local policies, and/or local population or offender characteristics.
- Identify programming needs, available resources, opportunities, challenges, etc. regarding current community corrections programming. Utilize this information in conjunction with the data analyses indicated above to form the foundation for local strategic planning.
- Demonstrate a strong understanding of proper plan/program development in the completion of grant applications—i.e., available data/statistical information guides the development of objectives; those objectives guide decisions regarding program development and/or service needs; performance outcomes provide the justification for continued funding or the need for modifications to programming or funding.
- Facilitate communication with the CCAB members to develop a mutual understanding of the above information as the foundation for collaboratively developing the Community Corrections Comprehensive Plan and Application.

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- Complete and submit the annual Community Corrections Plan and Application by the established due date.
- Request assistance via the assigned OCC grant coordinator as necessary.

Primary Duty #2: Management of the Local Community Corrections Plan—the CCAB manager is responsible for the day-to-day management of the local Community Corrections Plan as approved via the application process pursuant to PA 511. This requires administrative and management experience and skills. The manager monitors the implementation of the plan and reports the status back to the CCAB and the State. This includes monitoring program utilization, progress toward meeting objectives, and expenditures. The manager is responsible for satisfactorily addressing contractual conditions or the county could risk loss of funding for non-compliance.

Individual tasks related to the duty include, but are not limited to:

- Obtain a working knowledge of the COMPAS Case Manager data system and maintain accurate and up-to-date enrollment, termination, progress notes, and other information to systematically track offender progress.
- Maintain program files, including program referrals, required assessments, eligibility documentation, case notes, etc.
- Ensure compliance with the State contract conditions.
- Ensure only eligible offenders—those who align with State-approved eligibility criteria and are likely to contribute to achieving State and local objectives—are enrolled in funded programs.
- Continually monitor program enrollments for under- or over-utilization; routinely share relevant information with the CCAB and referral sources so adjustments can be made to meet anticipated outcomes.
- Develop a proactive approach to continually assess the status of the local Community Corrections Plan and propose alternative responses when it is determined objectives or expected outcomes are not being achieved.
- Develop subcontracts or services as required—often with assistance from county administration to ensure compliance with county purchasing policies—and review programs delivered under subcontract to ensure compliance with approved program descriptions and contractual specifications.
- Analyze and study spreadsheets and budgets to understand the relationship between program utilization and budget expenditures to ensure proper cost allocation practices are being utilized.
- Ensure expenditure reports, which are based on allowable costs for services delivered, are submitted to OCC each month, as required by the contract.
- Develop and submit other required reports—i.e. Midyear and Year-End reports—to OCC by the established due dates.
- Maintain routine communication with the CCAB regarding the local Community Corrections Plan status via written reports and during CCAB meetings. All communication from the State, including data reports, site visit reports, program reviews, etc., must be distributed to members prior to CCAB meetings for discussion as appropriate.
- Coordinate and facilitate meetings and serve as a liaison between the local CCAB and the State.

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Minimum education and experience qualifications needed to perform the essential functions of this position:

EDUCATION: Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, sociology, social work, social work administration, or other related discipline

EXPERIENCE: Three (3) years job experience in the field of criminal justice with at least one (1) year of experience in management/administration in any related field

- A combination of Education and Experience may be considered on a case-by-case basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of the criminal justice system or program areas serving offender populations.
- Basic knowledge of local community organizations and resources.
- Intermediate or advanced skill with MS Office, especially Outlook, Excel, and Word, with the ability to organize electronic documents, files and folders.
- Experience in working with the State's offender/program data base, COMPAS Case Manager, or a similar system, or the ability to learn the process.
- Intermediate or advanced writing skills—i.e., with the ability to clearly and coherently provide rational justification for proposed objectives and strategies
- Ability to communicate effectively with local officials (judges, county commissioners, administration, prosecutor, sheriff, service providers, probation staff, etc.) about data, plan development, budget, and implementation status.
- Knowledge, experience, and ability to develop programs with the intent to achieve stated objectives and monitor outcomes/performance indicators as required.
- Ability to evaluate programs, policies, and procedures and make recommendations accordingly.
- Basic knowledge of strategic planning/project management.
- Detail oriented and organized--this type of work includes tracking offender enrollments, maintaining program files, reading and understanding detailed OMNI reports, jail data reports, and lengthy application.
- Experience and ability to analyze numeric data.
- The ability to work independently and take initiative when necessary.
- If the position entails program/group facilitation or training, experience in applicable areas.