

Performance Measurement and Criminal Justice Coordinator Tompkins County

Department: County Administration

Classification: Competitive

Labor Grade: Management Grade 86

Approved: 11/14/19

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year College or University with a Bachelor's Degree and three (3) years of experience in public administration, probation, criminal justice, or another related role; **OR**
2. Graduation from a regionally accredited or New York State registered two-year College with an Associate Degree and six (6) of years' experience in public administration, probation, criminal justice, or another related role; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) or (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position responsible for implementation, evaluation, and overall coordination of a countywide performance management system that allows an objective assessment of the effectiveness of county departments and contracted agencies, including the coordination of measurement systems related to the criminal justice initiatives intended to reduce the population of the Tompkins County Jail.

The employee will create reports and other relevant tools to analyze quality measurements for departmental and organization-wide outcomes, ensuring that objectives are met, with focus on continually improving the overall reporting capability of Tompkins County. The incumbent will support County departments with technical assistance related to measurement development, including identifying trends, analyzing county-wide data, and making recommendations to Department leadership on ways to showcase effort, improve efficiencies, and highlight the quality of services. The position is responsible for assisting departments in creating action plans to support continuous improvement of headline measures. All work in this title is performed under the general supervision of the County Administrator and/or their designee with a high level of autonomy and independent judgement.

The position is responsible for ensuring that all aspects of the administrative and service delivery components of the county-wide performance management system, including departmental programming and contracts are cooperatively connected, efficiently organized, and maintained as required by the Legislature.

The position does require a high level of cultural competency and interpersonal skills to provide direction and assistance to both governmental and non-governmental agencies involved with topics related to the various services offered by the County including criminal justice work such as: police, prosecution, defense, probation, offender assistance, victim assistance, alcohol and drug treatment educators, mental health service providers, etc.

Primary components of the work will include exploring funding, facilitating interagency planning and coordination services, and assessing the overall effectiveness of service delivery in efforts. The incumbent may at times be called upon to engage with community groups/leaders and represent the County within the community, but the position is not a community organizer and the incumbent would not be authorized to hold press conferences. Supervision of others is not generally a function of this position; however, the incumbent may be called upon to serve as Chair of the Criminal Justice Advisory/Alternatives to Incarceration Board.

The employee will be responsible for providing reports and regular briefings to the Public Safety Committee of the Tompkins County Legislature on jail reduction strategies and to the Budget, Capital and Personnel Committee on departmental performance measures. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Builds the County's long-term capacity by adopting a results-based orientation to departments, and government partners;
- Engages in results-based planning, monitoring and reporting;
- Maximizes, captures and reports expected and unexpected results;
- Provides advice and technical support to County Departments to strengthen and refine results-based project planning, development, and implementation;
- Monitors progress of County Departments' performance measures and contracted services where appropriate including performance measures related to jail population reduction strategies;
- Gathers information, analyzes and provides regular status report to County Administration on departmental performance management systems and systems related to jail population reduction strategies;
- Assembles, tabulates, and analyzes community, departmental, agency, and criminal justice system statistics;
- Facilitates data development and coordination/linkages with various agencies;
- Advocates that County strategies and plans, including their implementation and related reports plans, are results-based;
- Prepares and refines formats/templates to ensure that key documents are results-oriented (e.g. for report cards, action plans, and work plans);
- Facilitates meetings, leads work groups, or coordinates special project as directed by the county to support Performance Measurement and/or Legislative Committee goals;
- Provides sound advice and technical support in data collection and analysis of baseline measures;
- May work with the Information Technology Services Department to improve database interfaces with all partners;
- Investigates funding opportunities, particularly those that require multi-department and agency coordination of criminal justice services or performance management systems; and makes recommendations to the County Administrator regarding funding opportunities aimed at better coordination of services;
- May prepare and submit grant requests, monitors grant compliance, and manages grants initiated by and related to this position and project;
- Identifies opportunities to eliminate service overlap or gaps in services;
- Monitors and evaluates measurement framework to reflect County Legislature and Administration approaches and priorities;
- Supports collaborative approaches to complex social problems;
- Develops performance measures and other performance tools to assess program outcomes and progress toward supporting departmental, agency, organization, or system improvements;
- Serves as the County Administration liaison with local service providers on a wide variety of initiatives;
- Gather information, analyzes and provides regular status reports to the Public Safety and Budget, Capital and Personnel Committees of the Tompkins County Legislature;
- Serves as the Chair Criminal Justice Alternatives to Incarceration (CJATI) Board and/or provides coordination services to the Board;
- Attends a variety of county, agency, organization, and criminal justice related meetings.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of performance measurement systems including Results Based Accountability;
- Thorough knowledge of modern management principles and practices;
- Thorough knowledge of county departments and community organization principles and practices;
- Good knowledge of administrative practices procedures;
- Working knowledge of collective impact and harm reduction models as applied to county initiatives;
- Ability to navigate all types of situations with others and build genuine and lasting relationships;
- Ability to handle all manner of complicated higher order tasks that require problem solving and generating sound and logical ideas;
- Ability to present material effectively both orally and in writing;
- Ability to organize and conduct an effective statistical research program;
- Ability to gain the confidence and cooperation of others;
- Ability to read, understand and interpret written material;
- Thorough knowledge of current trends and developments in the fields of criminal and juvenile justice;
- Resourcefulness, tact and initiative are required characteristics;
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation. The employee must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. The employee's hearing must be sufficiently acute to enable him or her to hear, understand, and carryout verbal instructions, with or without reasonable accommodations. The

employee's ability to communicate (verbal or written) must be sufficiently adequate to enable them to convey or carryout detailed instructions. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. With respect to the physical demands of this position, there may be considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. The risk of injury or environmental illness is minimal. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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