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| **Official H (From Larry Mannie)****Human Resources** **SUBMIT COMPLETED FORM TO:** **HR.ServiceCenter@co.hennepin.mn.us** ***Questions about this form? Contact the HR Service Center.*** | **POSITION DESCRIPTION QUESTIONNAIRE (PDQ) – VACANT positions ONLY-** **This form is designed to be filled out electronically by Supervisors/Managers only** |
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| **Department** | County Administration |
|  | Public Safety |
| **Supervisor Name** | Mark Thompson |
| **Supervisor Title** | Senior Adm. Asst. | **Supervisor Phone** | 612-348-6448 |
| **Position Is (check one)** | Newly BudgetedX Current Position | **If Current Position, list Job Class** | Position 20005497Current incumbent Michael Graif |
| **Number of Vacancies** | 1 |
| **Job Class you believe that best describes position(s):** | Principal Adminsitrative Asst. |

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| **Position Summary** Briefly summarize the position’s overall purpose and nature of the work performed using up to five sentences. |
| Under minimal supervision, this position works independently and autonomously at times with the ability to take action that is in alignment with and advances the Criminal Justice Coordinating Committee’s (CJCC) strategic priorities for the purpose of improving the justice system. The position works with the ACA-Public Safety and co-chair of the Committee, typically an elected official. This position will often work directly with elected and appointed officials, law enforcement, corrections, legislators, etc. Should have skills in building consensus among members and in implementing policies and initiatives that result from that consensus, along with the ability to work with researchers focused on surveying and evaluating current research on public safety policies and strategies.  |
| **Position Changes** |
| **What specific changes (if applicable) have occurred to the position that affects the classification of this job?**This position will function more independently and serve as an executive director or leader versus the previous coordinator position. It will report to the ACA-Public Safety. This position will be solely dedicated to the CJCC and related grant management. The previous position had additional responsibilities with budget and project work.  |
| **Minimum Qualifications** |
| **What education, licenses or certificates are required to be able to complete these tasks?** * Bachelor's degree in criminal justice, public administration, political science, organizational development, or a related field.
* Master's degree from an accredited college or university in public administration, criminal justice, political science or a closely related field; or a juris doctor degree from an accredited law school.
* Organizational development and/or change management experience in a private or public organization.
* Five or more years of professional work experience in a relevant field.
* Experience can be substituted for education on a year for year basis.
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| **Position Tasks**Describe the work you will be assigning using action verbs (e.g., develop, establish, coordinate, calculate, operate). List most important task first and include the percentage of time devoted to each task. Each major task usually accounts for at least 5% of a person’s time. Include at least three–ten tasks.  |
| **Time****%** | **Task Description** |
| **15%** | **Program Planning*** Develop and coordinate the planning and implementation of initiatives and activities in accordance with the directions of the CJCC and Co-Chairs
* Working collaboratively with the Executive Committee and its members, participating agencies and stakeholders to coordinate the development of strategic plans, work plans, policies and procedures that are consistent with the mission and directions of the CJCC
* Confer with the CJCC Co-Chairs on a regular basis to ensure that the mission and the policies, initiatives and directions of the CJCC are executed effectively
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| **20%** | **Systems Analysis*** Recommend changes and improvements in criminal and juvenile justice practices, procedures, programs, policies or legislative changes to the CJCC that incorporate evidence­based practices, data-driven decision making, performance and outcome measures and evaluation standards
	+ Work collaboratively with researchers for the collection and analysis of Public Safety data from local governments and justice agencies to analyze critical issues, support the mission and the work of the CJCC, subcommittees and working groups
* Facilitate the technical development, business analysis, and the ultimate management of the CJCC Justice Information Sharing Portal and Dashboards
* Oversee the management of the suite of customized analytic tools developed for the CJCC to plan for and implement the CJCC strategic priorities
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| **35%** | **Committee Work*** Manage the Committee and Subcommittee meetings, which includes the development of relevant presenters, moving the agenda forward, follow-up on key ideas expressed and bridging ideas and tasks among the committees to ensure a comprehensive and continuous process
* Oversee and mange short- and long-term projects of high complexity involving IT and information justice portal and analytics, business analytics, strategic multi-agency planning, and evidence-based policy and practice
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| **10%** | **Grant and Fiscal Management** * Administer fiscal operations and budgetary reporting functions, including the supervision of CJCC’s record-keeping procedures, the issuance of accurate and timely fiscal reports, the preparation of budget documents and requests, and the preparation, coordination and negotiation of requests for federal, state, and private grants
* Source and manage all aspects of CJCC grants
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| **15%** | **Communication*** Develop and execute a communication plan for the purpose of maintaining stakeholder interest outlining the strategic priorities and corresponding benchmarks
* Prepare regular, standardized reports on trends, developments, issues and operations in Hennepin County's criminal and juvenile justice systems
* Facilitate communication with justice stakeholders and local communities to promote an understanding of the administration of criminal and juvenile justice in HC and the public safety issues and challenges facing the county
* Make oral and written presentations to the CJCC, the County Board, and other justice system stakeholders
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| **5%** | **Other*** Represent the CJCC at local, state, and national forums and serve as a liaison to local agencies
* Stay current with federal, state, and legislative impact on justice delivery
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| **%** |  |
| **%** |  |

**Is this position similar to any other position in your department or the county? If so, please list:**

**Organizational Relationships**

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| Mark ThompsonAssistant County Administrator-Public Safety |

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| **HR USE ONLY:**PDQ #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR BPG: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date PDQ Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Decision Finalized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date HR BPG Entered in Database:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Job Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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**THANK YOU FOR COMPLETING THIS PDQ.**

EMAIL this document and a copy or your organization chart to the **HR.ServiceCenter@co.hennepin.mn.us**.