

Juvenile Justice Specialist / R/ED Coordinator Combined

Under the general supervision of the Justice Programs Supervisor, this position will provide statewide grant program management and planning activities related to the juvenile justice system including the federal Juvenile Justice and Delinquency Prevention Act (JJDP) and Racial and Ethnic Disparities (RED). RED refers to the disproportionate number of racial and ethnic minority youth who come into contact with the juvenile justice system. The position will work as a team member with other program and policy analysts, supporting the work of the Governor's Juvenile Justice Commission (GJJC) and federal Title II formula grant-funded juvenile justice system improvement and RED reduction efforts statewide.

GOALS AND WORKER ACTIVITIES

30% A. Development and implementation of program strategies and plans related to juvenile justice, public safety and delinquency prevention and accountability activities and serve as a statewide and agency expert on these issues.

A.1. Manage federal Title II Formula and state Youth Gang Diversion grants and other assigned programs, including coordinating sub-grant reviews and assessments and making award recommendations, consistent with all applicable federal and state rules and regulations.

A.2. Develop and deliver technical assistance in the grant writing and program development areas; conduct pre-application meetings.

A.3. Evaluate grant proposals in accordance with implementation plans and program standards and make sub-grant award recommendations in a timely manner.

A.4. Conduct regular on-site monitoring of funded projects.

A.5. Review and take necessary action based on periodic progress reports, on-site monitors and other information relative to project operations and performance.

A.6. Monitor and enforce compliance with federal requirements through collaborative working relationships with state and local agencies.

A.7. Research and evaluate the effect of state and federal budget, legislative and administrative proposals on the state's JJ strategies, policies and programs.

A.8. Establish expertise on Wisconsin's juvenile justice system, learn the requirements of the JJDP and apply those requirements in Wisconsin, and provide knowledge of evidence-based practice in juvenile justice.

A.9. Participate in telephone and other conferences convened by the federal Office of Juvenile Justice and Delinquency Prevention and update other members of DOJ staff on policies and activities that influence implementation of the JJDP core requirements.

A.10. Serve as the DOJ representative on committees or projects related to the JJDP while serving as liaison; offering information, education, technical assistance, and support; identifying problems and offering suggestions for improved operations and compliance.

A.11. Track and interpret state and federal laws and programs related to public safety, juvenile justice and delinquency prevention and accountability initiatives to ensure that Wisconsin effectively addresses state and local needs; assist in the review of federal and state legislation.

A.12. Develop, propose and implement or advise state and local agencies and federal officials on policy implementation related to public safety, juvenile justice and delinquency prevention and accountability issues.

30% B. Development of the statewide Three-Year Juvenile Justice Plan.

B.1. Working with the Governor's Juvenile Justice Commission and its subcommittees, develop and prepare the state's Three-Year Plan for Title II formula grant program and its annual updates.

B.2. As part of this Three-Year Plan, develop and prepare the State's RED plan and annual updates, which includes coordinating with the Departments of Corrections and Children and Families, and others, on juvenile minority over-representation data, the State's RED strategies, funding, program, and evaluation information.

B.3. Conduct training on cultural competency development and on other RED intervention strategies as generated by the State's assessment research.

B.4. Serve as the WI Department of Justice's (DOJ) representative on committees or projects related to RED while serving as liaison; offering information, education, technical assistance, and support; identifying problems and offering direction.

B.5. Conduct and organize conferences, meetings, training workshops and seminars with juvenile justice professionals, DOJ staff, community leaders, local and state officials on RED and related issues.

B.6. Provide technical assistance to encourage development, sound administration and effective services for local grant-funded RED projects.

B.7. Prepare resource materials related to addressing RED for juvenile justice system personnel.

20% C. Coordination of program planning and analysis with the Governor's Juvenile Justice Commission.

C.1. Coordinate and plan, in conjunction with the Chairperson, meetings of the Governor's Juvenile Justice Commission, and its subcommittees, and study the various issues raised by the committee members and report conclusions to the committee.

C.2. Provide the Commission with meeting planning, coordination, and staff logistic and administrative support services.

C.3. Provide relevant information and research, national and local, on juvenile justice issues to keep the subcommittee abreast of the latest trends, proposed plans and recommendations in the areas of juvenile justice system improvement and RED reduction.

15% D. Development and maintenance of program information and resources, to act as clearinghouse for information on public safety, juvenile justice and delinquency prevention and accountability issues.

D.1. Develop or ensure development of technical assistance, training and information needed to promote juvenile justice program goals.

D.2. Provide technical assistance and support to units of government and state and local organizations receiving Title II funding and providing services in the area of juvenile justice system improvement and compliance with the JJDP.

D.3. Prepare materials related to compliance and the JJDP for local, state, and federal personnel and officials.

D.4. Stay current on evidence-based practice and new developments in the juvenile justice field.

D.5. Attend conferences and training sessions regarding juvenile justice and delinquency prevention.

D.6. Track federal, state, and other funding opportunities and respond as appropriate.

5% E. Staff Development, and General Project and Agency Activities.

E.1. Serve and participate actively as a team member within functional units, program teams and the agency.

E.2. Study professional and trade journals, identify and use websites, listservs and other materials related to justice on an ongoing basis to remain current in grants management, justice system issues and technology trends related to agency activities.

E.3. Attend appropriate seminars and conferences to develop expertise in assigned areas of responsibility.

E.4. Research specific topics at the request of the unit head, program team lead and/or executive staff to further the agency's capabilities to lead and coordinate the State's juvenile justice and delinquency prevention efforts.

E.5. Miscellaneous duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Broad knowledge and understanding of the juvenile justice system and racial and ethnic disparities issues impacting the system.

2. Knowledge of evidence-based practice in juvenile justice and what works to reduce juvenile recidivism.

3. Skills in statewide development and implementation of program plans.

4. Extensive knowledge of the federal and state funding processes, legislative committees and processes and key sources of information for the assigned program area(s).

5. Considerable knowledge of program development and grants management, including monitoring and evaluation techniques, and establishing quantitative performance measures.

6. Extensive knowledge of political science, human services, criminal justice studies or public policy and related government programs and operations.

7. Ability to pay attention to detail to ensure that the agency and grant recipients comply with state and federal regulations and timelines, present a positive and competent public image and have the materials needed to perform efficiently and effectively.

8. Strong verbal and written communication skills including the ability to interact effectively with elected officials and other government decision makers.

9. Ability to effectively and efficiently take information, including sometimes conflicting information, and make policy recommendations.

10. Substantial skill in preparing and conducting public meetings and discussions in which specific information is communicated to public organizations; federal, state and/or local agencies and professional, issue-oriented or general citizen groups.

11. Strong interpersonal skills including the ability to work effectively as a team member in both a leadership and participant role and with a wide range of individuals including agency heads, state and local elected officials to technical and clerical support staff and vendors.

12. Knowledge of research methods and skills preparing information and documents for public distribution, especially in preparing written reports, web and other materials explaining both technical and policy issues for non-technical audiences.