

ENROLLED ORDINANCE 163-19

CREATE ONE POSITION OF CRIMINAL JUSTICE COLLABORATION COORDINATOR
AND ABOLISH ONE POSITION OF PROGRAMS AND PROJECTS ANALYST

WHEREAS there currently is a vacancy in the Programs and Projects Analyst position assigned to work with the Criminal Justice Collaborating Council, and

WHEREAS the Criminal Justice Collaborating Council has evolved over the past five and one half years since it was created and now requires a person with leadership and facilitation skills to work with them, and

WHEREAS the sunset provision of December 31, 2008 for the Programs and Projects Analyst position is no longer needed since the Criminal Justice Collaborating Council weighed using a contract versus a county employee and determined that an ongoing county employee was necessary to meet the program objectives.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES ORDAIN that effective upon final approval of this ordinance one regular full time position of Criminal Justice Collaboration Coordinator, Open Range 11, \$62,421 - \$76,752, be created in the Department of Health and Human Services. This position may be underfilled as a Programs and Project Analyst, Step Range 9, \$46,379 - \$59,244 until the incumbent has demonstrated the knowledge, skills, abilities, and experience necessary to be promoted to the Criminal Justice Collaboration Coordinator.

BE IT FURTHER ORDAINED that one regular full time position of Programs and Projects Analyst, Step Range 9, \$46,379 - \$59,244, with a sunset provision of December 31, 2008, be abolished in the Department of Health and Human Services effective upon final approval of this ordinance.

BE IT FURTHER ORDAINED that the classification specification for the Criminal Justice Collaboration Coordinator on file in the County Clerk's Office and the Division of Human Resources of the Department of Administration be adopted.

CREATE ONE POSITION OF CRIMINAL JUSTICE COLLABORATION COORDINATOR AND
ABOLISH ONE POSITION OF PROGRAMS AND PROJECTS ANALYST

Presented by:
Personnel Committee

Approved by: Health &
Human Services Committee

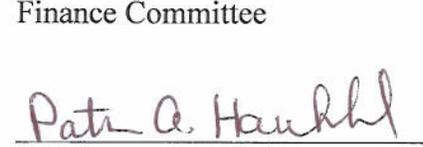
Approved by:
Finance Committee



Thomas J. Schellinger, Chair



Duane E. Paulson, Chair



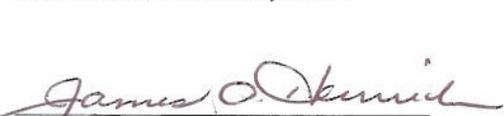
Patricia A. Haukohl, Chair



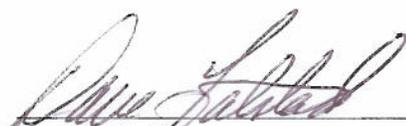
James R. Behrend



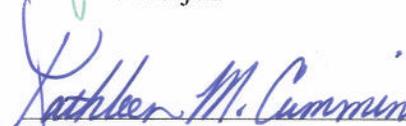
Janel Brandtjen



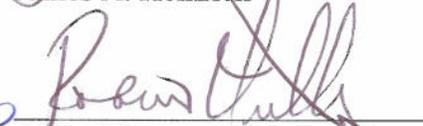
James A. Heinrich



Dave Falstad



Kathleen M. Cummings



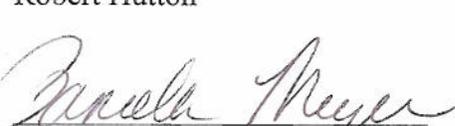
Robert Hutton



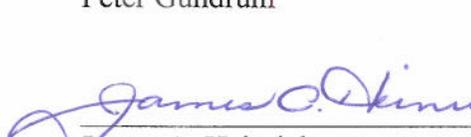
Peter Gundrum

ABSENT

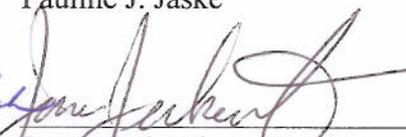
Pauline J. Jaske



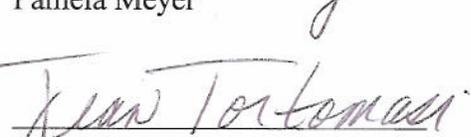
Pamela Meyer



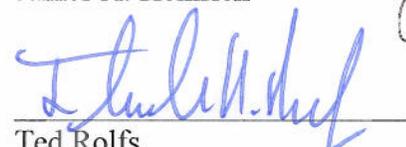
James A. Heinrich



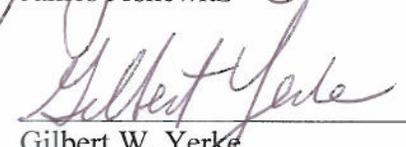
James Jeskewitz



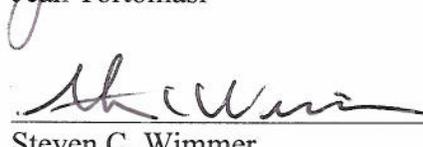
Jean Tortomasi



Ted Rolfs



Gilbert W. Yerke



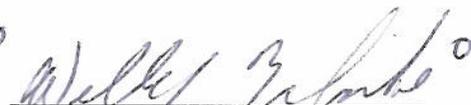
Steven C. Wimmer

absent

Steven C. Wimmer



William J. Zaborowski



William J. Zaborowski

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 6/27/08



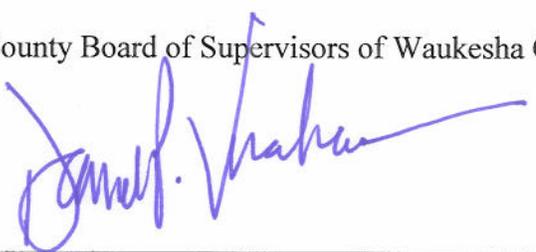
Kathy Nickolaus, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved:

Vetoed:

Date: 6-30-08



Daniel P. Vrakas, County Executive

CRIMINAL JUSTICE COLLABORATION COORDINATOR

FUNCTION OF THE JOB

Under direction, to coordinate the efforts of the Criminal Justice Collaborating Council in enhancing public safety and providing rehabilitation services through the criminal justice system; to research, plan, develop, coordinate, monitor, and evaluate programs; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Coordinates the efforts of agencies, units of local government, and the criminal justice system to work together to enhance the effectiveness of the criminal justice system.
2. Facilitates collaboration of the members of the Criminal Justice Collaborating Council in promoting the effective and efficient administration of programs in the criminal justice system.
3. Mediates differences and guides discussions between representatives from local government, department of corrections, district attorney, public defenders, the courts, community agencies, and special interest groups to better address criminal justice problems.
4. Advises decision makers on policy issues, strategic initiatives, funding sources, and innovative programs.
5. Researches and analyzes new programs and prepares and presents alternatives and recommendations.
6. Prepares RFPs, and manages purchased service contracts to ensure appropriate provision of services within budgetary constraints.
7. Develops and recommends program performance standards.
8. Evaluates program performance to identify success and makes recommendations on changes for improvements where necessary.
9. Analyzes, evaluates, and interprets data trends and variances through the use of computerized information and reports on the efficiency and volume of services delivered.
10. Coordinates the development of the strategic plan and monitors the implementation of the plan.
11. Identifies funding sources and writes grant applications.
12. Prepares and monitors the operating budget.
13. Prepares operational and statistical reports and records to support recommendations for expansion, reduction, reorganization, or elimination of services or programs.
14. Compiles data and prepares annual report.
15. Establishes and maintains effective public and working relations with governmental agencies, community agencies, elected officials, the courts, public defenders, and the public.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the role and function of the criminal justice system and federal and state regulations and requirements regarding service programs.
2. Comprehensive knowledge of the principles, practices, and techniques of planning and program monitoring and evaluation.
3. Comprehensive knowledge of survey, research, investigation, and statistical methods and techniques.
4. Comprehensive knowledge of purchase of service contract requirements.
5. Considerable knowledge of computer systems and statistical software.
6. Considerable knowledge of the standards, legislation and policies affecting criminal justice programs and services.
7. Considerable knowledge of the practice of public information and public relations.
8. Working knowledge of financial principles, practices and procedures.
9. Ability to utilize word process, database, and spreadsheet programs.
10. Ability to conduct complex technical research, gather and analyze information, and make appropriate and comprehensive written and oral recommendations.
11. Ability to plan, implement, and evaluate programs and services covering the criminal justice system.
12. Ability to assess the administrative and operational impact of recommendations.
13. Ability to establish and maintain effective working relations with members of the Criminal Justice Collaborating Council, community agencies, contracted agencies, and the public.
14. Ability to communicate effectively orally and in writing.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business or public administration, criminal justice, communication, or a closely related field.
2. Three (3) years of years of responsible, professional work experience in administrative, programmatic, policy or procedural research, analysis, evaluation, or planning.
3. A master's degree in an area listed above may substitute for one year of the required work experience.

WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-06/25/08

(ORD) NUMBER-1630019

1	D. FALSTAD.....	AYE	2	T. ROLFS.....	AYE
3	R. HUTTON.....		4	J. DWYER.....	AYE
5	J. JESKEWITZ.....		6	J. BRANDTJEN.....	AYE
7	P. HAUKOHL.....	AYE	8	T. SCHELLINGER....	AYE
9	J. HEINRICH.....	AYE	10	D. SWAN.....	AYE
11	F. RUF.....	AYE	12	P. WOLFF.....	AYE
13	J. BEHREND.....	AYE	14	B. MORRIS.....	
15	P. MEYERS.....	AYE	16	D. PAULSON.....	AYE
17	J. TORTOMASI.....	AYE	18	K. CUMMINGS.....	AYE
19	S. WIMMER.....	AYE	20	P. JASKE.....	AYE
21	W. ZABOROWSKI....	AYE	22	P. GUNDRUM.....	AYE
23	J. PLEDL.....	AYE	24	W. KOLB.....	AYE
25	G. YERKE.....	AYE			

TOTAL AYES-22

TOTAL NAYS-00

CARRIED _____

DEFEATED _____

UNANIMOUS X

TOTAL VOTES-22