



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Job Evaluation (New Position, Community Corrections Dept.)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
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Submitted by: Bobbie Danielson	Department: HR
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 5
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Summary of Issue:

The attached job description was reviewed by the consultant and is recommended as follows:

Evidence-Based Practice Coordinator / Assistant Corrections Agent, Grade 6 (new position)

The Community Corrections Department received funding for a 2 year temporary position, as previously discussed with the Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to accept the consultant's recommendation of Grade 6 for the Evidence-Based Practice Coordinator / Assistant Corrections Agent position, effective December 12, 2023, and to authorize filling this new position in 2024.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

This is included in the 2024 Community Corrections budget.



EVIDENCE-BASED PRACTICE COORDINATOR / ASSISTANT CORRECTIONS AGENT

Department Community Corrections Department

DBM/Grade To be determined

Reports to Director of Community Corrections

FLSA Status Non-Exempt

Union Status N/A

This is a 2 year temporary position.

It is important to note that the EBP Coordinator/Assistant Corrections Agents do not have to know all that is in this description nor is this description inclusive of all possible duties. This is an example of what duties may be performed in order to show level of responsibilities.

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To lead, support, and provide oversight to evidence-based practice initiatives for the Community Corrections department. The oversight includes managing and monitoring of program development and implementation of action steps, and handling of client referrals. The EBP/Program Coordinator also develops program policy/procedures, continuous quality improvement/assurance, and outcome reports. Facilitate staff training, staff coaching/mentoring, and group facilitation for clients.

As an assistant corrections agent, may perform duties assisting corrections agents in carrying out work assignments that include supervising clients for the purpose of monitoring court conditions, gathering and compiling information about offenders, preparing written reports and making referrals to appropriate community programs. Prepare diagnostic, pre- and post-dispositional investigation reports on offenders and prepare Minnesota Sentencing Guidelines Worksheets in accordance to policy.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions



Position Description

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Assists the director/management team in the development of in-service training programs, evaluation, and professional development of staff. Coordinate Evidenced Based Practices training, quality assurance and staff proficiency department wide.
2. Manages department-wide EBP initiatives. Develops coaching support for staff, supervisors, and management to practice essential skills. Complete 1:1 observations/assessments with staff providing direct services to clients to identify skill development needs
3. Ensures quality implementation of department-wide initiatives in the EBP areas of actuarial assessment, motivational interviewing, cognitive behavioral interventions, case planning, and other correctional practices.
4. Reviews, refines, and implements department-wide, unit specific, and individual training plans for department staff.
5. Supports management in creating work environments where staff are supported using and developing their skills.
6. Develops and maintains collaborative relationships and partnerships with the department, county, state, and other agencies to further EBP and correctional competency training and practice.
7. Facilitates the collection and reporting of outcome-based data for state and county standards. Tracks and reports outcomes pertaining to EBP trainings, programs, and quality assurance measures.
8. Works the hours and/or shifts assigned and begins and ends work on time. Work hours may not be traditional business hours.
9. Prepares diagnostic, pre- and post-dispositional investigation reports on offenders to be used by the courts, correctional staff and releasing authority to make appropriate sentencing and case planning decisions.
10. Completes validated and reliable risk assessments of offenders in order to determine/recommend appropriate supervision levels.
11. Performs assessments of client's needs, develop case plans, and coordinates with other agencies and professionals. Interviews clients to ensure accurate information is collected - to perform and create a recommendation for review - utilizing motivational interviewing techniques to provide intervention recommendations focused on rehabilitation. Ensures referrals for services are evidence-based in corrections programming.
12. May supervise pre-trial and/or administrative clients regarding the planning, coordination and monitoring compliance of court conditions.
13. Assisting Corrections Agents on home visits to client homes and/or employment.
14. Performs other related duties as assigned or apparent.

Minimum Qualifications

Associate's degree or two years of college coursework in the area of Corrections, Criminal Justice, Criminology, Counseling, Counseling Psychology, Law Enforcement, Psychology, Social Work or Sociology.



Position Description

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Preference given for experience with motivational interviewing, cognitive skills, risk/needs assessments, Carey Guides and group facilitation.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Interviewing techniques and skills in conducting interviews.
4. Knowledge of available community resources.
5. Dynamics of mental illness and chemical dependence and domestic violence as they relate to correctional practices.
6. Knowledge of computer systems including Word, Excel and Power Point.
7. Knowledge of, and sensitivity to cultural differences as related to rehabilitation of offenders.
8. Data Privacy Rights and HIPPA requirements.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 60 net words per minute without errors.
3. Skill in organizing and prioritizing work.
4. Skill in reading, writing and speaking English proficiently.
5. Skill in organization, time management and prioritizing work.
6. Detecting non-verbal communication.
7. Interviewing clients and collateral contacts.
8. De-escalation of upset/angry clients and hostile situations.
9. Analytical and deductive reasoning.
10. Assessment and coordination of offender needs/services.
11. Collaboration of service providers.
12. Maintaining professionalism in a variety of situations.
13. Reacting to situations within the field and being able to maintain personal safety.
14. Technology skills including operation of computers, copiers, scanners, cameras, field search software and recording equipment.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Communicate with diverse populations in order to effectively prepare Court reports.
4. Remain objective and make sound decisions.
5. Testify in Court including under hostile cross examination.



Position Description

6. Establish and maintain effective working relationships with clients, the Court, Law Enforcement, schools and the public to ensure public safety and efficiency.
7. Analyze complex situations and evaluate for potential improvement and de-escalate hostile situations when necessary.
8. Manage time productively, meet deadlines and comply with all laws in an effort to reduce offender recidivism.
9. Effectively apply casework knowledge and skills to maximize the client's benefit.
10. Establish and maintain accurate and systematic records, access, navigate and manage the complex computer systems.
11. Express ideas clearly.
12. Communicate effectively, both orally and in writing.
13. Work independently, and make critical decisions in the field with limited direction.
14. Travel and work non-traditional hours as necessary to be effective in the position.
15. Assess possible problems during visitations/client appointments and take appropriate actions.
16. Maintain composure under stressful situations.
17. Read and interpret court orders, legal documents and state statutes.

Language Skills

High Level Skills - Ability to read, analyze, and interpret the Minnesota Sentencing Guidelines commentary, financial situations of clients, legal documents and national crime database criminal history reports. Ability to respond to common inquiries from clients, their families, regulatory agencies, the Court, County Attorney's Office, or members of the community.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Very High Skills – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of complex instructions and/or recognition of clients

Computer Skills

To perform this job successfully, an individual should be proficient at using assigned software which may include: County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, CSTS, MGA, Statewide Supervision Software, Adobe, Internet and other job-related software.

Ability to Travel

Travel may be required to facilities/jails, prisons and throughout the state of Minnesota for training, meetings, court hearings and assessments/investigations.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):



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Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, diversity, organizational support, sound judgment, motivation and change management, planning/organizing, professionalism, quality management, adaptability, critical thinking skills, initiative, and innovation.

Work Environment

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including unclean houses, potential for walking into drug lab sites, unstable structures, dangerous dogs, cigarette and/or smoky areas, rotting garbage, sewage, disease, volatile clients, snowy/icy roads, and remote locations without cellular service.

Susceptible to worker burn-out and compassion fatigue.

Equipment and Tools

Computer or laptop, copier, fax, telephone (land and cellular), printer, 10-key calculator, shredder, scanner, Cat 5 network cables, USB flash drives, Kensington locks, router, signature pad, air card, digital camera, digital scales, county-owned vehicles and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and



Position Description

encourages both prospective and current employees to discuss potential accommodations with the employer.

10/17/2023

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*