



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

**Public Service Administrator Opt. I
Position # 37015-50-05-600-20-01
Adult Redeploy Illinois**

Created in 1983, the Illinois Criminal Justice Information Authority is a state agency dedicated to improving the state's criminal justice system. The Authority brings together key leaders from the justice system and the public to identify critical issues, and to propose and evaluate policies, programs, and legislation that address those issues.

The Illinois Criminal Justice Information Authority ("the Authority"), based in downtown Chicago, is seeking a qualified candidate for the position of Public Service Administrator. Under administrative direction, formulates and implements policies and procedures for Adult Redeploy Illinois with specific emphasis on research, performance measurement and evaluation; formulates and implements plan to gather, analyze and present complex statistical program and contextual data for mandated reporting to the General Assembly and Governor's Office, for planning, management and evaluation purposes of program administration and the Adult Redeploy Illinois Oversight Board, and for technical assistance to local jurisdictions for the planning and submission of grant applications and mandated reporting; manages and evaluates policies and procedures for maximum effectiveness and compliance, including development and implementation standards of best practices in relation to monitoring grantees; supervises staff; makes recommendations with respect to and supervises the development and implementation of state and/or federally-mandated plans related to Adult Redeploy Illinois Grant Programs; assists with scheduling, communications, and correspondence for the oversight board, advisory committee, and/or multi-agency cooperating group meetings.

1. Formulates and implements policies and procedures for Research/Performance Measurement Program related to community-based supervision and services to offenders in lieu of incarceration, in partnership with participating county or other governmental units throughout the State. Directs preparation of the Unit's Research/Performance Measurement budget; directs use of criminal justice data and performance measurement in developing programmatic goals and objectives, handling information requests, and the design and conduct of empirical criminal justice research and evaluation. Establishes long-term research plan and analytical protocols to assess program effectiveness. Uses statistical and other analytical software to present research findings and support continuous quality improvements in the field. Participates in discussions of division/unit policy with Associate Director and the development of plans for implementation of same.
2. Serves as liaison with policy making officials within State, federal and/or local government, private agencies, organizations and academic institutions relating to data collection and analysis; maintains dialogue with representatives of professional groups and organizations to provide specialized consultation on Research/Performance Measurement matters. Maintains oversight of Research/Performance Measurement program expenditures and ensures timely submission and recording of financial and data reports; travels for site visits and attends state meetings as necessary.
3. Provides technical assistance and training relating to Research/Performance Measurement; plans, writes, edits, and presents technical reports stemming from research and data analysis; and participates in program evaluations.
4. Supervises staff, assigns work, approves time off, provides guidance and training; completes and signs performance evaluations; establishes annual goals and objectives; issues discipline; effectively recommends grievance resolutions; counsels staff on problems with productivity, quality of work and conduct; determines staffing needs to achieve program objectives.



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5. Provides information and assistance to members of oversight board relating to the Research/Performance Measurement; ensures meetings, correspondence, and communications are distributed; ensures appropriate follow-up.
6. Undertakes special projects at the request of and reporting to the Associate Director and/or the Executive Director.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Minimum Requirements:

- Knowledge, skill and mental development equivalent to the completion of four years of college, prefers a Masters degree, with coursework in Criminal Justice, public administration, public health, public policy and/or social service administration
- Three years of progressively responsible administrative experience in policy development, program direction, evaluation, management, research and/or grant administration.
- Extensive knowledge of criminal justice policy and administration, related Federal and State laws and regulations, planning and delivery of crime victims or criminal justice services, and criminal justice systems and processes.
- Ability to communicate and implement public policy, write reports, and apply various data analysis measures.
- Ability to analyze data logically and manipulate data into spreadsheets.
- Ability to utilize Microsoft Office (Word, Excel, PowerPoint, Publisher) and statistical software STATA, SPSS, mapping software GIS.
- Analytical Skills and excellent oral and written communication skills.
- Ability to travel and possession of a valid driver's license.

Interest should be expressed by email with cover letter, resume and CMS-100 employment application https://www.illinois.gov/sites/work/Documents/pdfs/app_cms100.pdf to Maria Espindola, Human Resource Coordinator, Illinois Criminal Justice Information Authority, maria.espindola@illinois.gov
Application process closes on **Thursday, October 6th at 5:00 p.m.** Central Time.

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, and veteran status.