

ASSOCIATE COMMISSIONER FOR COMMUNITY BASED ALTERNATIVES
(ACS)

Duties and Responsibilities

This is a management class of positions. Under executive direction, with the widest latitude for the exercise of independent initiative and judgment, provides overall management and supervision on matters related to community based alternatives that prevent at-risk youth from getting involved in the juvenile justice system and divert them from being detained or placed in a residential setting. Performed related work.

Examples of Typical Tasks

Develop policies and procedures for community based alternative programs.

Provide oversight to a continuum of services including, the Family Assessment Program (FAP), Juvenile Justice Initiative, Respite Care, and other community based alternative programs.

Collaborate with provider agencies under contract, to ensure services are delivered appropriately and develop corrective action plans for provider agencies whose performance require improvement.

Oversee collection of data and outcome analyses performed by the provider agencies and report on performance and outcome data.

Represent DYFJ at meetings, forums and seminars regarding agency planning development in consultation with the Deputy Commissioner, regarding community based alternative programs.

Establish and maintain cooperative relationships with executive personnel in government and provider agencies concerning issues and activities regarding community based alternative programs.

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(continued)

Examples of Typical Tasks (continued)

Confirm proper implementation of service continuum of community based alternative services and new continuum community based initiatives.

Ensure accurate and timely data management into ACS systems and databases through the implementation of comprehensive and detailed policies, protocols and procedures.

Lead special projects for the Division as assigned by the Deputy Commissioner.

Guide the development and implementation of technology to document information, comply with regulatory requirements, and produce management reports.

Undertake other duties as assigned by the Deputy Commissioner.

Qualification Requirements

1. Bachelor's degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Direct Lines of Promotion

None. This class of positions is in the Non-Competitive Class.