

**DIRECTOR OF CRIMINAL JUSTICE PLANNING AND
POLICY DEVELOPMENT (QUEENS DA)**

General Statement of Duties and Responsibilities

Under executive direction, with broad scope for the exercise of independent initiative, judgment, and decision-making, oversees, administers, and implements the Queens District Attorney's Office's new program development efforts. Advises agency officials regarding criminal justice planning and policy development and implementation and develops specialized programs to meet changing criminal justice needs in Queens County. Performs related high level policy, confidential and managerial work. May direct and supervise staff and units performing functions related to development of Office programs and in related organizational research and analysis.

Examples of Typical Tasks

Oversees new program development efforts and funding outreach to state, federal and local agencies, including New York State's Division of Criminal Justice Services, the New York City Mayor's Office of Criminal Justice, the New York City Office of Management and Budget, the United States Department of Justice, as well as Congressional and New York State legislative delegations.

Develops specialized programs to meet changing criminal justice needs in Queens County in a wide array of areas, such as financial exploitation of the elderly matters, youth anti-violence and anti-truancy initiatives, child abuse, human trafficking, fraud, enhanced domestic violence programs, auto crime and insurance fraud, narcotics and firearms trafficking, and enhanced victim support, amongst others.

Advises agency officials regarding criminal justice planning and policy development and implementation, including the resolution of administrative problems. Performs confidential studies and/or research for the District Attorney.

Consults with executive staff, including the District Attorney, regarding the development of various community, crime victim, and defendant programs and assists in the implementation and management of such programs.

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Examples of Typical Tasks (continued)

Performs organizational research and analysis; makes recommendations to redesign business processes and increase efficiency, including the use of sophisticated methods and equipment.

May participate in negotiations to obtain grant funds with Federal, State and City Officials. Participates in the development of procedures for implementing the terms of the grants and integrating them with agency operations.

May represent the District Attorney through attendance at meetings, hearings or other events and may present on Office programs on the District Attorney's behalf.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and five (5) years of full-time, satisfactory administrative and/or managerial experience in Business or Public Administration, or a related field, including two (2) years in Criminal Justice or a related field or;
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 2 years of administrative, managerial experience in Criminal Justice or a related field as described in "1" above.

Direct Lines of Promotion

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