



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: January 10, 2017

Subject: Establish the classification of Office of Reentry and Justice Program Manager-Project and add one position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21987 to establish the classification of Office of Reentry and Justice Program Manager--Project (ADD7) (unrepresented) at salary plan and grade C85 2002 (\$8,406 - \$9,267) and add one (1) full-time Office of Reentry and Justice Program Manager-Project position in the County Administrator's Office.

FISCAL IMPACT:

The position is funded entirely with AB 109 Public Safety Realignment Funds.

BACKGROUND:

On October 18, 2016, the Board of Supervisors approved the establishment of the Office of Reentry and Justice (ORJ) in the County Administrator's Office, as a pilot project to commence in January 2017 (C. 117). The ORJ establishment requires the addition of a Program Manager position.

Under direction of the Senior Deputy County Administrator or Director of the Office of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/10/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 10, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Rolanda Hartfield, Deputy

Contact: Lara DeLaney,
925-335-1097

cc: Lara Delaney

Reentry and Justice (ORJ),

BACKGROUND: (CONT'D)

the ORJ Program Manager plays a significant leadership role in developing and implementing the policies, initiatives and services administered by the Contra Costa County Office of Reentry and Justice (ORJ), in adherence to the Community Corrections Partnership (CCP)-adopted ORJ Work Plan.

The position is responsible for managing the AB 109 Community Program contracts including identifying service needs and best practices to developing service designs and assessments, as well as administering procurement processes, through to contract development and oversight, coordinating closely with service providers to ensure that a broad range of reentry and justice services are aligned across the County. The ORJ Program Manager will be responsible for implementing a public outreach and community engagement strategy that strengthens the County's partnerships with public and private sector services providers and collaborates with stakeholders.

The ORJ Program Manager is also directly involved in applying for local, state and federal grants.

The ORJ Program Manager will work with the Senior Deputy County Administrator or ORJ Director (and Research & Evaluation Manager, eventually) to develop or mobilize data tracking and evaluation efforts to demonstrate the efficacy and effectiveness of the County's reentry, realignment and justice-related services. The ORJ Program Manager will conduct critical analysis of the County's reentry services protocols and practices and make recommendations for improvements to the ORJ Director and the CCP. The ORJ Program Manager provides support to the Director of ORJ and/or the Senior Deputy CAO for the purpose of ensuring successful operations of the Community Corrections Partnership.

CONSEQUENCE OF NEGATIVE ACTION:

The Office of Reentry and Justice would be unable to be established and implemented per the Board of Supervisors direction on October 18, 2016 if this position is not established and filled.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

AIR 27688 P300 21987