

POSITION SUMMARY

Justice Program Chief OSS Deputy Director

Serving as the Deputy Director in the Office of School Safety (OSS), this position manages the administrative functions of OSS, working with the OSS Director to implement the strategic vision for the office as set forth by the Attorney General. This position has the authority for budgetary administration, program coordination and management functions. This position has substantial authority to develop, implement, and supervise OSS programs with oversight by the OSS Director, including OSS programs that are cross-divisional and interdepartmental. This position supports the strategic direction of OSS and provides alternatives/options focused on managing and mobilizing resources and opportunities to improve outcomes for school safety that impact Wisconsin school systems, their students, staff and surrounding communities.

Under the general direction of the OSS Director, this position works independently and with the authority to guide the work of staff across the office. This position provides high level analysis, information and related strategic assistance to the OSS, the Attorney General's Office and other agency leadership. The position operates with autonomy, using independent judgment and representing the agency at high level internal and external meetings.

This position works closely with agency liaisons, DOJ leadership, division administrators, policy and budget staff, and communications staff as needed to guide and/or coordinate activities and achieve goals. The position has ongoing external contact with local and state governmental officials and managers, as well as managers of private sector service providers. The position ensures that service provision is in compliance with state laws and reporting requirements and reviews and recommends statutory and administrative rule change related to this program.

TIME % GOALS AND WORKER ACTIVITIES

25%

A. Management of initiatives related to the carrying out the vision and strategic direction of the Attorney General and Office of School Safety.

- A1.** Provide executive level project management facilitation and strategic assistance on development, enactment, implementation and/or evaluation of high priority initiatives as determined by the Attorney General's Office or the OSS Director.
- A2.** Collaborate with other department executive and management services staff to ensure that OSS activities are coordinated with other department administrative and program area staff as appropriate to achieve agency goals.
- A3.** Lead and serve on DOJ workgroups to create and refine recommendations for policy and program initiative development.
- A4.** Develop policy and program options and recommendations for presentation to agency executive leadership.
- A5.** Under the direction of the OSS Director and Office of the Attorney General staff, develop implementation and evaluation plans for key office policy and program initiatives.
- A6.** Ensure timely compliance with all state and federal requirements regarding grant application and reporting, audit requirements and related policies, procedures and protocols.

A7. Conduct or supervise studies of workload, efficiency, productivity and quality in the office and make recommendations for improvements.

25%

B. Provide strategic policy analysis, research and advice to the OSS Director on OSS and DOJ initiatives.

B1. Conduct policy analysis by identifying, analyzing and evaluating school safety events, research and trends that could have impact on agency programs and initiatives; provide background analysis and summaries of policies as they affect the agency and stakeholders.

B2. In partnership with the OSS Director, direct office strategic planning initiatives to meet the Attorney General's priorities; conduct and oversee policy research and drafting, working closely with the Division of Legal Services and the Bureau of Budget and Finance as appropriate.

B3. Maintain current knowledge of national trends and innovative strategies relating to school safety. Identify and research concepts for legislative initiatives and identify legislation and administrative rule changes to support division and departmental policy initiatives.

B4. Evaluate alternatives and develop recommendations for adequate funding and enhanced fiscal management of operations for the office and department.

B5. Acts as official departmental representative in relevant high-level discussions and meeting with the federal, state and local governments, DOJ partners (business & industry representative) and other stakeholders regarding OSS programs, where appropriate.

B6. Provide executive level liaison services to state, local and national leaders, state and national private foundations, nonprofit agencies, law enforcement partners and other partners to advance departmental initiatives.

B7. Lead and direct internal and external partnerships related to the implementation of key initiatives. Identify and clarify issues, strategies and impacts affecting the Departments ability to establish and implement programs and services.

45%

C. Manage the administrative operations of the Office of School Safety.

C1. Direct activities of staff by assigning and reviewing work assignments and staff work schedules, ensuring coverage for the office, requesting additional resources as needed.

C2. Create and maintain position descriptions, develop employee objectives, and conduct performance evaluations in a timely manner.

C3. In consultation with the Bureau of Human Resources and the OSS Director, counsel staff members regarding improvement of work habits and job performance, take appropriate disciplinary action, acknowledge or provide formal recognition for good performance and act as the first step in the grievances.

- C4. Perform orientation and training for OSS staff or oversee OSS supervisors/team leads in orienting and training staff. Develop and initiate cross-training opportunities to effectively meet the operational needs of the office.
- C5. Recommend personnel actions (e.g. hiring, reclassification, promotion, discharge) needed to ensure appropriate and effective allocation of staff resources.
- C6. Develop and administer unit policies, practices and procedures to ensure efficient use of resources and high performance of subordinates.
- C7. Communicate with OSS staff to ensure that employees are informed of internal objectives, activities and plans and encourage input from staff regarding department and office policies and procedures.
- C8. Oversee office operating budget, in consultation with the Bureau of Budget and Finance, and oversee and coordinate preparation of all required grant and financial reports to ensure they are accurate and timely.
- C9. Serve as liaison with the Bureau of Budget and Finance as required for resolution of financial matters and budget issues affecting the office.
- C10. Serve as the records custodian for the office.
- C11. Act as OSS Director in the absence of the OSS Director.

5%

D. Review and analyze federal and national policy trends for recommended adoption.

- D1. Gather information to inform the OSS Director as the OSS Director responds to questions, issues and concerns raised by the Governor's office, other agencies and the legislature.
- D2. Review and analyze other states' policies and procedures relating to school safety for appropriateness and applicability in meeting the department policy priorities.
- D3. Review and analyze current research and policy trends related to programs of key interest in advancing school safety.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of supervisory principles and techniques including performance evaluation and coaching.
2. Knowledge of hiring and training personnel, including personnel who serve as team leads or supervisors.
3. General knowledge of state budgeting and an ability to manage an office budget.
4. Knowledge of federal and state grant administration.

5. Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
6. Ability to research, analyze and evaluate new service delivery methods, practices and techniques.
7. Skill in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.
8. Strong oral and written communication skills including presentation of complex information and facilitation of group projects.
9. Knowledge of school safety best-practices, mental health services, child development, crisis response and recovery and multilevel systems of support

SPECIAL REQUIREMENTS

- Ability to respond to crisis events anywhere in the state, and travel overnight with little or no notice.