

State of Minnesota <b>POSITION DESCRIPTION</b>		<b>A</b>		EMPLOYEE'S NAME	
AGENCY/DIVISION			ACTIVITY		
MN Sentencing Guidelines Commission					
CLASSIFICATION TITLE		WORKING TITLE (if different)		POSITION CONTROL NUMBER	
Research Director		Executive Director			
PREPARED BY		CURRENT INCUMBENT		APPRAISAL PERIOD	
EMPLOYEE'S SIGNATURE (this position description accurately reflects my current job)		DATE:	SUPERVISOR'S SIGNATURE (this position description reflects the employee's current job)		DATE:

**POSITION PURPOSE**

- REPORTABILITY**
- Reports to: Chairperson, Minnesota Sentencing Guidelines Commission
  - Supervises:
    - 2 Research Analysis Specialist, Senior
    - 1 Research Analysis Specialist
    - 1 Research Analyst I
    - 1 Management Analyst 4

- DIMENSIONS**
- Budget: Minnesota Sentencing Guidelines Commission budget - \$586,000
  - Clientele:
    - Minnesota State Legislators
    - District & County Court Judges
    - County Attorneys
    - Public Defenders
    - University/Law Schools –nationwide
    - Federal & state criminal justice agencies
    - Legislators & law enforcement officials – nationwide
    - Criminal justice professional organizations, associations
    - Citizens of the State of Minnesota
  - Salary Range: \$70,261 – 100,746

POSITION DESCRIPTION		B	EMPLOYEE'S NAME:	POSITION CONTROL NUMBER		
Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS			Priority	% of Time	Discretion
1	<p>To supervise the Minnesota Sentencing Guidelines Commission staff in order to ensure that all work activities are successfully completed, are in accordance with the Commission's goals and objectives, and to ensure the most effective use of the Commission's fiscal and human resources.</p> <p>a) To establish work programs in relation to the Commission's objectives and time schedule.</p> <p>b) To determine staff responsibilities, make work assignments, and evaluate employee performance.</p> <p>c) To hire employees, recommend promotions and salary adjustments, and take disciplinary action as deemed necessary.</p> <p>d) To monitor budget expenditures and approve payments of authorized expenses.</p> <p>e) To conduct staff meetings to discuss and resolve problems relating to work activities.</p> <p>f) To interpret Commission directives and communicate them to staff.</p>			A	20	A
2	<p>To coordinate activities necessary for proper application of the sentencing guidelines.</p> <p>a) To provide liaison with research advisory committees established by the Commission, ensuring input into the guidelines.</p> <p>b) To maintain contact with the judicial districts, bar association, and county attorney council, to obtain advice and input.</p> <p>c) To develop and conduct informational/educational seminars for criminal justice professionals.</p> <p>d) To provide technical assistance to criminal justice professionals in use of the guidelines.</p>			A	10	A
3	<p>To assess the impact of the Minnesota Sentencing Guidelines model on the criminal justice system so that the Commission can evaluate the effectiveness of the model and assess the need for change/modifications.</p> <p>a) To develop a research process to assess impact of the guidelines on the criminal justice system.</p> <p>b) To supervise research activities and evaluate results.</p> <p>c) To determine appropriate research methodology for study of various types of impact on the criminal justice system.</p> <p>d) To provide the Commission and legislature with reports on the impact of the guidelines on court cases, plea negotiation, population of correctional facilities, etc.</p> <p>e) To recommend to the Commission modifications/additions needed in the Minnesota Sentencing Guidelines.</p> <p>f) To recommend changes in legislation needed to facilitate/improve the effectiveness of the guidelines.</p>			A	20	A
4	<p>To act as liaison for the Commission so that the Commission can be provided with information/research relating to sentencing practices on a nationwide basis and so that activities/findings of the Commission can be shared with other criminal justice professionals and the academic community.</p>			B	10	A

POSITION DESCRIPTION	B	EMPLOYEE'S NAME:	POSITION CONTROL NUMBER		
Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS		Priority	% of Time	Discretion
	<p>PERFORMANCE INDICATORS:</p>				
5	<p>a) To maintain effective working relationships with universities, state and federal criminal justice agencies, and nationally recognized experts in the criminal justice field.</p> <p>b) To communicate with criminal justice agencies/experts on matters relating to the work of the Commission.</p> <p>c) To contract with consultants, as necessary, to provide services to the Commission.</p> <p>d) To make presentations to professional organizations, universities at seminars, etc. on the work accomplishments of the Commission.</p>		B	10	A
5	<p>To coordinate information sources pertaining to state and local sentencing practices to provide a central, comprehensive information system for Commission and staff use.</p> <p>a) To determine information requirements and identify appropriate sources of data.</p> <p>b) To coordinate with criminal justice agencies/organizations, and the judiciary, universities, etc. in obtaining information.</p> <p>c) To supervise the collection of information.</p> <p>d) To direct short-term research/analysis of data.</p> <p>e) To evaluate the quality/comprehensiveness of available information and determine additional needs.</p> <p>f) To work with the Criminal and Juvenile Justice Information Policy Group to help improve statewide criminal justice information to be shared by the criminal justice community.</p>		A	20	A
6	<p>To direct an ongoing research program on issues relating to sentencing practices/guidelines, use of imprisonment and alternatives to imprisonment, plea bargaining, and other criminal justice issues so that problems can be identified and recommendations to resolve those problems can be developed.</p> <p>a) To identify issues requiring analysis/research.</p> <p>b) To direct staff in conducting research studies and evaluate the results of such studies.</p> <p>c) To analyze and present research findings and recommendations to the Commission.</p> <p>d) To ensure that proposed legislation is prepared, in accordance with the directives of the Commission.</p> <p>e) To serve as Commission liaison with the Legislature, ensuring that Legislative staff is provided with information.</p> <p>f) To present proposed legislation on changes in the criminal code, criminal procedures, and other aspects of sentencing to the Legislature, as directed by the Commission.</p>		A	20	B

POSITION DESCRIPTION	EMPLOYEE'S NAME:	POSITION CONTROL NUMBER
<p><b>C</b></p> <p><b>RELATIONSHIPS:</b> The incumbent will work closely with Commission members providing them with information, recommendations and all administrative support services required. He/she will also have direct contact with members of the legislature and will present the recommendations/reports of the Commission as well as proposed legislation. Close contact will be maintained with professionals in the field of criminal justice and the academic community on a nationwide basis so as to exchange information and expertise on sentencing practices and the impact of the sentencing guidelines.</p> <p>The incumbent will also be responsible for identifying grant sources and applying for grants as appropriate for continuing the work of the Commission. Such contacts may include national and local foundations and agencies, as well as any federal agencies. He/she will be expected to work closely with members of the state judiciary, County Attorney's Association, and the Public Defenders Association to obtain input into the effectiveness of the sentencing guidelines. Contacts will also be maintained with research organizations/universities at the state and national levels. Major methods of communication are oral presentations of recommendations and findings, written reports, and conferences or consultations with a wide range of groups and individuals.</p> <p><b>SKILLS, KNOWLEDGE, ABILITY:</b> The incumbent must have the administrative skills needed to plan and direct the activities of Commission staff. He/she will have direct supervisory responsibility for that staff and will coordinate all work activities and assignments. He/she will also be responsible for the budget and will require some experience in administration of funds.</p> <p>Since the incumbent will interact with a wide range of groups and individuals, he/she needs a high level of communication skills, both oral and written. He/she will present recommendations to the Commission and the legislature and must be able to express ideas effectively.</p> <p>The incumbent will also use these skills in making presentations to criminal justice professional organizations and members of the academic community, both locally and nationwide. Incumbent, therefore, must have knowledge of the criminal justice system, the roles of the various parts of that system and their relationship to each other, and an awareness of future trends.</p> <p>The incumbent is responsible for a major, highly complex research program, and needs considerable experience in planning program development, research and evaluation in the criminal justice or human services area. He/she should have a degree in law, political science, criminal justice, or a closely-related field.</p> <p><b>PROBLEM SOLVING:</b> The Director will be responsible for coordination of all activities necessary to maintain the sentencing guidelines. As he/she will be the major spokesperson for the Commission, it is necessary to establish a network of relationships with criminal justice expertise. It will be necessary to gain input from a wide variety of sources including correctional institution directors, community corrections administrators, judges, attorneys, academia involved in research, and the legislature. As this position is highly visible and sensitive, the incumbent must relate effectively with this wide range of interested parties, both to obtain their input and provide the Commission with such input.</p> <p><b>FREEDOM TO ACT:</b> The incumbent in this position reports to the Chairperson of the Minnesota Sentencing Guidelines Commission and provides professional and technical guidance to the members of the Commission. In this role, the incumbent has considerable freedom to act. Supervision is general, consisting mainly of policy direction. External controls consist primarily of legislation governing the actions of the Minnesota Sentencing Guidelines Commission and the continuing effectiveness of the sentencing guidelines.</p>		