

NEW MEXICO JUDICIAL BRANCH

AOC STATEWIDE BACKGROUND INVESTIGATION UNIT PROGRAM MANAGER (Classified)

TARGET SALARY: \$76,005-\$152,011 annually, or \$36.541-\$73.082 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9426JB
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under general direction oversee Administrative Office of the Courts (AOC) background investigation and public safety assessment unit and coordinate background investigation and public safety assessment activities among the district, and metropolitan courts.

EXAMPLES OF JOB DUTIES

- **The AOC Statewide Background Investigation Unit Program Manager** is responsible for supervising and managing the background investigation and public safety assessment staff and oversees release eligibility and recommendations.
- Develops, proposes, and implements statewide initiatives and best practices related to background investigation and public safety assessment, screening, programs and services.
- Develops pilot projects for statewide use and implementation for Early Delegated Release (EDR), centralized background investigations, and use of the Public Safety Assessment (PSA).
- Updates criteria and workflow for Early Delegated Release to integrate with pretrial service programs.
- Prepares and monitors statistical reporting, and provides judicial staff, judges, and stakeholders with risk assessment data and analysis to aid in pretrial decisions.
- Participates in the development of data measurement for pretrial practices and reports on outcome measurements.
- Prepares and makes formal presentations and trains court staff on background investigation and public safety assessments.
- Plans, coordinates, manages, reviews and evaluates work of pretrial programs specific to background investigations and records, public safety assessment, and National Crime Information Center (NCIC) access in individual courts and statewide.

- Serves as the Terminal Agency Coordinator for NCIC access and ensures compliance.
- Works closely with criminal justice partners, courts, and AOC staff to identify issues in the use of background investigation records and public safety assessments.
- Develops, implements, and oversees the training of judicial staff in Early Delegated Release (EDR) and utilizes background investigation records and public safety assessments.
- Assists with statewide program budgets, participates in the unified budget process, and assists with preparing budget requests by projecting statewide needs and costs of programs.
- Integrates pretrial services and data with partners in courts and related entities such as social services, problem solving courts, and mental health providers.
- Seeks additional funding through grants, and drives evidence-based decisions in all phases of pretrial reform related to the use of the public safety assessment.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of state statutes, rules and constitutional rights governing release and bond/bail eligibility for defendants; third party releases; recidivism; safety, security and confidentiality practices; criminal behavior patterns and profiles; programs and procedures for assessing a defendant's pretrial threat to public safety and flight risk; formulating effective release and supervision plans; developing recommendations for graduated sanction and sentencing; addressing case management services and needs; conducting criminal history background investigation; providing detailed reports to the court including recommendations for release, detention, sentencing; recognizing patterns of drug, alcohol and anger management in order to provide recommendations for referrals to community treatment providers; assessing offenders threat level and appropriately recommending release and bonds based on criminal history profiles; pre-adjudication supervision procedures and sanctions; rules and statutes governing bond/bail and release from detention; sentencing guidelines, available treatment options and community providers; federal, state and local court rules; New Mexico civil and criminal procedures; New Mexico Criminal Justice Information System; and NCIC procedures and processes.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Criminal Justice, Social Science, Behavioral Science, Counseling or a related field.

Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Six (6) years of experience in criminal justice, social services, probation, corrections or related field.

Experience Substitution: Additional relevant education at the Master's Degree level experience at a rate of 30 semester hours equals one (1) year of experience.

Other: May be required to obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education [opportunities](#), educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click [here](#) to find out

These benefits vary by job classification or need

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History of Job Description: Dev: 02/01/22, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.