NEW MEXICO JUDICIAL BRANCH

AOC STATEWIDE PRETRIAL SERVICES PROGRAM MANAGER SENIOR

(Classified)

TARGET SALARY: $82,110-$164,220 annually, or $39.476-$78.952 hourly depending upon experience (pay range MM)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9425JB
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) pretrial programs, functions, processes, and manage pretrial activities among the district and metropolitan courts.

EXAMPLES OF JOB DUTIES

- **The AOC Statewide Pretrial Services Program Manager Senior** is responsible for supervising and managing Statewide Program Managers, Program Managers, Project Managers, Program/Project Coordinators, and/or other staff.
- Develops, proposes and implements statewide program initiatives and standards, projects, strategic plans and best practices related to pre-trial detention and release, screening, programs and services.
- Oversees compliance with program standards and performance measures to ensure consistency and quality of reported performance measures statewide.
- Develops, approves, and implements court program policies and procedures, manuals and handbooks, and short and long-term goals for statewide programs.
- Implements and coordinates educational programs and training, and prepares complex detailed reports based upon overall data to make formal presentations to governmental agencies, the public, civic groups, and educational institutions.
- Oversees and manages statewide program budgets, participates in the unified budget process, prepares budget requests by projecting statewide needs and costs of programs, and identifies additional funding sources to maintain adequate resources for program

operations.

- Prepares specifications, drafts Requests for Proposals, Invitations to Bid, and contracts and conducts bid conferences in compliance with state procurement code.
- Develops pilot projects for statewide use and implementation for early release on recognizance, establishes on-site and remote pretrial services, and enhances current programs to reduce pretrial failures to appear.
- Prepares and monitors statistical reporting, and provides judges with risk assessment data and analysis to aid in pretrial decisions.
- Reviews data measurement for pretrial practices, identifies and analyzes statewide program needs and provides information and reports on outcome measurements to the legislature and other interested parties.
- Oversees and conducts research, development, coordination, and tracking of legislative initiatives and bills.
- Researches and performs bill analysis for effect and impact on the courts, makes recommendations and advocates for bills and leads the legislative process.
- Works closely with criminal justice partners, courts, and AOC staff to identify trends, issues, and developments within the criminal justice system with an impact on pretrial services and decision-making.
- Oversees and manages the training of judicial staff in setting and executing appropriate supervision levels and pretrial conditions.
- Provides direction, supports, and expands programs such as Early Delegated Release, training in and use of Public Safety Assessment and/or other validated risk assessment instruments.
- 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, researches and writes grant applications, secures or oversees grant-funded statewide projects, and completes fiscal grant reporting requirements and requests from governmental agencies, non-profits, and private businesses. Coordinates the work of volunteers, outside entities, and contract personnel and addresses adherence to program, policies, procedures, and initiatives.
- 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;; budget management including: performance based budgeting, project/program budget preparation, tracking projected and expended project/program funds; grant procedures and grant writing; state and federal grant compliance rules and regulations; state procurement rules; legislative processes; basic contract law; community resources; media relations; research and evaluation techniques; methods of data collection; 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 directly related field.

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

Experience: Seven (7) years of experience in criminal justice, social services, probation, corrections or related field and three (3) years of supervisory experience.

> **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. Education may not substitute for supervisory experience.

> **Supervisory Substitution:** Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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, employeeassistance 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: 2/1/22; 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.