

Market Range Detail - Sheriff's Inmate Programs and Services Manager

Effective Date

April 29, 2013

Market Range Title Description

PURPOSE STATEMENT

The purpose of this position is to provide oversight and coordination for a variety of activities requiring inter-departmental and community collaboration. Responsibilities are to be undertaken with minimal supervision to include, but not limited to: general administration, budgeting, strategic planning, data gathering and analysis, and overseeing managerial staff.

PRIMARY DUTIES

- Management and oversight of adult education and re-entry efforts within the Maricopa County jail facilities. The programs include:
 - o Transition from Jail to Community initiatives
 - o Adult Inmate Programs
 - o Substance Abuse Treatment Program (ALPHA)
 - o Volunteer coordination
 - o Religious Services
 - o Maricopa Animal Safe Haven Unit (MASH)
 - o Juvenile Education for remanded juveniles
 - o Special projects as assigned by the supervisor
- Coordinate and provide input for large planning efforts, such as the Jail Master Plan
- Liaison with other County departments on collaborative projects such as JMS re-write and innovation
- Be present at work site to perform assigned tasks at the time and date scheduled/assigned by the supervisor

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$34.72	\$44.44	\$54.15

Likely Minimum Qualifications

- Master's Degree in Criminal Justice, Public Administration or related field and two years of experience OR a Bachelor's Degree in Criminal Justice, Public Administration or related field and four years of qualifying work experience.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.