



July 26, 2016

The San Diego City Attorney's Office is accepting resumes for the unclassified position of:

Program Manager – Criminal Division Office of the San Diego City Attorney

Salary Range: Open within an established range of approximately \$90,000 to \$105,000 annually, dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: **COB on August 14, 2016**

The City:

With more than 1.3 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life, and world-renowned location makes it the ideal place to work, live, and play. With its great weather, miles of sandy beaches, and major attractions, San Diego has something to offer for everyone.

The City's Mission, as found in our Strategic Plan, is "To Effectively Serve and Support Our Communities." Our core values are Integrity, Service, People, and Excellence. The City's Vision is "A World-Class City for All."

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2017 operating budget of approximately \$3.3 billion and employs approximately 11,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

The Department:

The Criminal/Community Justice Division of the San Diego City Attorney's Office has an opening for a Program Manager. The Program Manager, which will be assigned to the Neighborhood Prosecution & Collaborative Courts Unit (NPU), is necessary to support and execute the operations of the Criminal/Community Justice Division and NPU. Neighborhood Prosecutors, in cooperation with the San Diego Police Department, other agencies, and the community, work aggressively and creatively to address quality of life crimes. These crimes include prostitution, graffiti, vandalism, gang offenses, disturbing the peace, alcohol and drug offenses, and transient offenses. Deputy City Attorneys work in targeted neighborhoods side-by-side with police officers and community members on problem-solving initiatives. Community Justice Initiative (CJI) is facilitated through NPU. Community Justice Initiative is a post-plea diversion program for offenders who commit low-level misdemeanors. It allows them to get their case dismissed if they pay their debt to society by completing conditions that include two days of community service.

The Position:

The Program Manager will report directly to the Chief of NPU. The Program Manager may also serve in a supervisory capacity to staff. This includes performing complex statistical analysis, grant research, writing, and reporting, growing the network of community-based partners, and facilitating communication and reporting to external stakeholders. Additionally, the Program Manager will play a key role in developing, implementing, and evaluating alternative sentencing programs and restorative justice practices.

The ideal candidate must have strong research and writing skills, and be organized and proficient at multi-tasking.

Possession of a valid driver's license or ability to travel to various locations is required. Candidates must pass a criminal background check.

Responsibilities include but are not limited to:

- Seek and create competitive grant applications for funding;
- Maintain grant reporting requirements and provide grant management support;
- Perform complex statistical analysis, including recidivism studies, and pattern analysis;
- Draft reports and data summaries for a variety of audiences including technical reports and easy to read summaries;
- Develop, implement, evaluate, and manage collaborative courts and alternative sentencing programs;
- Work with the Criminal/Community Justice Divisions to build and maintain relationships with social service providers and external stakeholders including local law enforcement and community members;
- Coordinate and manage recruitment strategies to enhance community-based partnerships;
- Coordinate and participate in steering and planning committees;
- Participate in community outreach events, including working nights and weekends, as necessary;
- Conduct internal and external trainings; and,
- May perform other duties as needed.

Minimum Requirements:

An ideal candidate will have a doctorate or post-graduate degree and 3 – 5 years of experience or significant experience in the following areas:

Desired Qualifications:

- Advanced experience with grant research, writing, and reporting;
- Advanced experience with statistical analysis and reporting;
- Ability to learn complex computer programs;
- Strong quantitative analytical abilities, administrative and computer skills, including a thorough understanding of common data analysis tools and programs;
- Experience with integrating innovative technology platforms to increase efficiency;

- Familiarity with San Diego communities;
- Experience working with law enforcement and social service providers;
- Mature grasp of relationship building;
- Strong interpersonal skills;
- Ability to work in a fast-paced environment and to set and meet deadlines; and,
- Ability to communicate effectively to different audiences, including elected officials, various levels of City management and members of the public.

Management Compensation and Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service. For further information, please contact the Risk Management Department at (619) 236-6600. Retirement benefits differ for this unclassified position depending on the candidate's eligible status (new hire, rehire, etc.). For further information, visit Risk Management, Employee Benefits at www.sandiego.gov/riskmanagement. Some benefits currently offered to employees may be modified in the future.

Pre-Employment Requirements:

Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Proof of citizenship or legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.

Medical Evaluation:

A City medical examination including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. The individual must be able to perform the essential duties of the position with or without reasonable accommodation. The City of San Diego is committed to a drug and alcohol free work place.

Selection Process:

To be considered for this position, please submit a letter of interest, writing sample, and resume by email to: Gina Coburn, Director Internal Communications/Employee Relations, gcoburn@sandiego.gov by close of business on or before August 9, 2016.

Following the closing date, resumes will be screened according to the qualifications outlined above and the most qualified candidates will be invited to an interview.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.