



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

JUSTICE PROGRAM ADMINISTRATOR

Job Number: 20000658

Job Code: 22470V250416

Job Group: 2200 - CORRECTIONS

Job Established: 12/16/1984

Job Revised: 04/16/2025

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, develops, recommends, and administers a major program area within the Justice and Public Safety Cabinet; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of professional experience in any operation or program within the field of corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work, or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work, or related field will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops, implements, and enforces policies and procedures relative to the program on a statewide basis. Requests and collects program data, edits and analyzes data. Identifies and researches issues affecting the Kentucky criminal justice system. Conducts research, compiles data, analyzes findings, and formulates proposals on topical criminal justice system components. Writes comprehensive program status reports for executive and managerial superiors. May manage a program budget. Develops program forms, spending allocations, and other managerial prerogatives. Makes regular visits to agency institutions or offices for the purpose of providing specialized services and/or inspection. Monitors construction projects by maintaining materials, cost flow records, and time schedules. Prepares, reviews, processes, and/or recommends approval of contracts, grants, and other program aspects. Reviews, analyzes, and reports impact of legislative, financial, or policy changes in respect to the programs. Assists in recruitment and retention of staff. Coordinates staff development needs for program employees. Acts as Department liaison to other state and federal agencies requiring expertise in a specific field and to resolve programmatic issues. Communicates procedural or program changes to program staff, contractors, recipients, and other interested parties.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed in the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.