

Director of Court Services and Offender Supervision Agency, EX-0301

Position Number: OD001Z

Introductory Statement: The position is located in the Office of the Director, Court Services and Offender Supervision Agency (CSOSA) for the District of Columbia. The Agency is responsible for providing probation and post-incarceration supervision (parole and supervised release) for individuals sentenced under the D.C. Code. The agency works closely with all elements of the criminal justice system and community leaders to support the fair administration of justice, increase public safety, prevent crime, and reduce recidivism.

The incumbent serves as the Director for the Agency and is responsible for executive level leadership of all planning, policy, and execution of CSOSA programs. The D.C. Pretrial Services Agency (PSA) is an independent entity within CSOSA; extensive coordination with PSA is necessary on a variety of operational and executive-level initiatives. The incumbent directs CSOSA activities through a team of six high-ranking Associate Directors and several office heads with responsibilities covering the full range of federal administrative and operational requirements as well as the community supervision function and related programs. The Agency operates six field offices located throughout Washington, DC, as well as a 100-bed Reentry and Sanctions Center that provides residential pre-treatment and sanctions programming for high-risk, substance-abusing defendants and offenders.

Program Management and Oversight 35%

Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs and operations at the executive level. Responsible for the direction and management of large-scale agency programs and operations to efficiently achieve specified goals and objectives. Delegates the authority to evaluate current and proposed programs and operations.

Oversees the broadly defined missions and functions of CSOSA.

Promotes the spirit and practice of diversity and/or Equal Employment Opportunity programs, ensuring that the commitment to equal opportunity without regard to race, color, religion, sex, and national origin is carried forward in all aspects of Human Resources management.

Policy Development 30%

Develops, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs. Translates new legislation into program goals, actions, and policies, interpreting the impact of new legislative requirements on agency programs. Promotes the formulation of programs and policies that incorporate proven best practices in community supervision. Oversees the formulation of new policies and program objectives that have a broad

or long-range impact on one or more significant programs of the agency. Provides management and consulting services to top executives of the agency on change management and internal business process improvements to improve the effectiveness of major agency operations and functions.

Directs CSOSA's top leaders to ensure the development of business plans and program requirements. Oversees the development of strategic and tactical initiatives designed to meet organizational objectives. Promotes the development of a research and evaluation agenda to demonstrate program results and expand knowledge of best practices.

Initiates new and proposed legislation and regulations needed to improve CSOSA program activities and interagency coordination.

Liaison and Public Contact 20%

Establishes and maintains effective working relationships with various high-level individuals to include Members of Congress and their staff, other legislative and executive agencies, District of Columbia government leaders, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with CSOSA department management and officials, local government agencies, and other institutions with related interests, in order to advance the programs and objectives of CSOSA.

Communicates with the management team on the status of different work activities and efforts. Reports to Congress regularly on the effectiveness of specific programs. Testifies before Congress in support of CSOSA's annual budget request and as requested on matters related to the District of Columbia's criminal justice system.

Actively participates in boards and committees as the representative of CSOSA in dealing with matters which extend well beyond the assigned program responsibility. Serves as the principal representative and consultant for the agency at interagency, multi-jurisdictional, national and international meetings dealing with issues and information in the area of expertise and program responsibility.

Advice and Guidance 15%

Serves as CSOSA's primary advisor on various programs and events. Counsels senior management staff and officials at multiple levels of CSOSA; senior staff of other Federal, state, and local government agencies; and private sector officials and vendors on agency matters. Advises on the appropriate methods and techniques to use in order to achieve program goals and objectives. Serves on interagency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.

Program Scope and Effect

Directs a program that is agency-wide in scope and directly applicable to the agency's mission; program may be subject to continual or periodic congressional and media scrutiny or controversy;

program has a pervasive impact on the community and the general public.

Organizational Setting

The position is an executive branch appointment requiring Senate confirmation. The incumbent directs work through six Senior Executive Service employees, a substantial GS-15 or equivalent workforce, as well as subordinate supervisors, officers, contractors and others.

Nature of Contacts

Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings and may require extemporaneous response to unexpected or hostile questioning. Preparation for these meetings typically includes using briefing packages or similar presentation materials that require extensive analytical input by the employee and subordinates, and/or involves the assistance of a support staff.

Frequent contacts are comparable to any of the following:

- Influential individuals or organized groups from outside the employing agency, such as top- and mid-level executives or national officers of employee organizations;
- Regional or national officers or comparable representatives of public action or advocacy groups, or professional organizations of national stature;
- Key staff of congressional committees, and principal assistants to senators and representatives;
- Elected or appointed representatives of State and local governments;
- Nationally recognized journalists of major metropolitan, regional, or national newspapers, magazines, television, or radio media;
- Senior level or executive level heads of bureaus and higher level organizations in other Federal agencies.

Purpose of Contacts

The purpose is to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the program or segments directed. Contacts may involve the commitment or distribution of major resources, competing objectives, resource limitations or reductions, or comparable issues. Persons contacted come from a variety of backgrounds and have different perspectives. The exchange of information will require highly developed communication, negotiation, conflict resolution, leadership, and similar skills in order to obtain the desired results.

Other Conditions

Oversight involves exceptional coordination and integration of a number of critical and complex programs or program segments of a professional, scientific, technical, managerial, or administrative nature.

