

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, Adult Re-Entry

DEFINITION

Under general direction, organizes, coordinates, promotes, and manages daily operations, service delivery and program development for the Sacramento County Office of Education (SCOE) Reentry program serving justice-involved individuals on parole, probation, or who are incarcerated or formerly incarcerated; performs a variety of technical, analytical and support services; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required; further differences include more responsibility and decision-making at a higher level than typically assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.

- Plans, facilitates, and coordinates projects, operations, and activities for assigned SCOE Reentry program sites, including but not limited to, coordinating delivery of services to clients in collaboration with SCOE staff, subcontracted treatment providers, county partners, parole and probation staff, employers, and California Department of Corrections and Rehabilitation (CDCR);
- Researches and identifies resources that support a safe, inclusive, and culturally responsive environment for all clients;
- Prepares staff and program schedules and instruction assignments;
- Oversees the facilitation of predetermined evidence-based programming and conducts regular audits to ensure program fidelity and effectiveness;
- Audits and analyzes data, monitors contract deliverables, and evaluates services to ensure alignment with contract agreements;
- Compiles, analyzes, and verifies data to prepare and assist in the preparation of comprehensive reports and statistical records;
- Makes recommendations related to program operations based on data analysis;
- Assists with the preparation of site-specific budgets and fiscal management, which may include grant writing;
- Coordinates and monitors projects to ensure timelines are met with quality output;
- Organizes, plans, and oversees program events, awards, and graduation ceremonies and documents and shares program successes;
- Coordinates staff scheduling and caseload assignments and provides professional development opportunities;
- Selects, trains, supervises, and evaluates assigned staff;
- Establishes, collaborates, and maintains effective relationships with partner agencies to assess and align initiatives with program goals;
- Collects alcohol and drug testing samples from clients in adherence with contract requirements;
- Facilitates trainings and attends a variety of conferences and meetings as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Any combination of education, training, and experience equivalent to a bachelor's degree or equivalent in Social Services, Criminal Justice, or similar field;
- Demonstrated experience in the development, implementation, and evaluation of successful programs sponsored by education, government, and social services agencies, or community-based organizations, including staff supervision;
- Experience working with justice-involved individuals on parole, probation, or who are incarcerated or formerly incarcerated;
- Experience working with multi-agency planning teams.

Knowledge of

- Standard office procedures;
- Research methodologies;
- Evidence-based practices for effective reentry programs;
- Standard software applications, including video conferencing platforms;
- Grant management, budgeting, and fiscal management procedures;
- Principles of supervision, evaluation, and staff development;
- Effective presentation techniques;
- Vocational training resources and employment pathways for justice-involved individuals;
- Safety, security, and emergency protocols and procedures;
- Project management methodologies, including planning, implementation, monitoring, and evaluation;
- Community-based correctional education programs;
- Current practices, procedures, legislation, and issues related to reentry of justice-involved individuals.

Skill and Ability to

- Plan, develop, implement, and evaluate programs;
- Organize, schedule, coordinate and complete a variety of activities and projects;
- Work cooperatively with individuals and groups to develop and maintain positive working relationships with business and outside agency representatives throughout the state, county and region, as well as internal staff and administration;
- Collect and analyze data to develop measurable goals and objectives;
- Set priorities, meet timelines, monitor expenditures and evaluate progress toward achievement;
- Establish and carry out program analysis, evaluation and monitoring procedures;
- Interpret and apply applicable laws, rules, regulations, policies and procedures;
- Communicate effectively in both oral and written forms to diverse groups;
- Exercise a high degree of judgment and utilize various strategies in working with a variety of individuals from different cultural and socioeconomic backgrounds;
- Comply with policies establishing boundaries between clients and employees.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

Revisions approved by the Personnel Commission 1/13/26

Title change 11/8/17

Previous title: Project Specialist II, Sacramento Community Based Coalition (SCBC)

Revision approved by the Personnel Commission 12/11/12

Approved by the Personnel Commission: 6/12/07