

## **Potential Staff Assignments and Duties for the CJAB**

### ***Overview:***

Staffing needs for the CJAB should be preceded by the consideration of the Board's objectives. The number of staff members and the types of subcommittees they govern will be determined by the types of planning, analysis, and coordination activities they will undertake. As the Guidelines for Developing a Criminal Justice Coordinating Committee indicates (Cushman, 2002), the CJAB staff should be characterized by credibility, neutrality, and stability.

**\*Credibility** with criminal justice agencies and local government officials comes with demonstrated competence and neutrality and from the legitimacy associated with formal authorization to serve in an interagency and interjurisdictional role.

**\*Neutrality** must be conscientiously practiced by the staff director and subordinates but can be promoted by insulating the CJAB staff from local politics (basing staffing on the merit system, i.e. the inherent need of a specific issue to be addressed for the benefit of Lebanon County, rather than on political appointments).

**\*Stability** of the unit, essential to the continuity of long-range planning, is enhanced by protection from political involvement, by strong enabling legislation, and by efforts to institutionalize planning within the local government structure.

Staff members will need skills in three (3) basic areas. Please consider the following when selecting members of your subcommittees:

1. Staff should have analytical skills and experience. They should be able to collect and analyze data and convert it into useful information. This ability will depend on the second basic skill area.
2. Staff should have practical experience and an understanding of justice system agencies and processes.
3. The last skill area for staff involves possessing political, managerial, and administrative capacities to cooperate with CJAB members and justice agencies.

### ***Typical Staff Assignments:***

Please refer to Exhibit 2. This diagram illustrates what some typical staff assignments may include. Any of the following are appropriate and additions are encouraged.

- Developing databases.
- Staffing CJAB subcommittees.
- Conducting legislative analyses.
- Gathering or disseminating public information.
- Coordinating agency efforts.
- Mediating interagency disputes.
- Helping agencies articulate goals and priorities.
- Planning for resource allocation and reviewing agency budgets.
- Designing, implementing and evaluating programs.
- Providing technical assistance, training, and information brokerage services.
- Conducting special studies and a wide range of analysis activities.

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