

Job Title:	Grade:	Objectives Summary:
Deputy Director of Policy and Administration	JJ	The Deputy Director of Policy and Administration acting in concert with the Deputy Chief of Administrative Services is responsible for taking a leading role on policy and legislative analysis, expanding data reporting and providing enhanced data analysis. Provides strategy to improve advocacy for funding and then upon securing funding the effective use of resources and measuring performance.
Direct Reports To:		Indirect Reports To:
Deputy Chief Public Defender of ASD Services		Chief Public Defender Chief Financial Officer Director of Human Resources IT Director
Internal Interactions:		External Interactions:
All LOPD staff Temp employees		Vendors Legislators Legislative Finance Committee and Analysts Department of Finance Administration and Analysts Other State of NM Agencies Court staff Judges Contract & private attorneys Law Enforcement District Attorney's Office Jail Staff Public Defender Commissioners
Authorities:		Location:
New Mexico Administrative Code LOPD policies and procedures Collective Bargaining Agreement (CBA)		Travel may be required. Work location may vary by court, or office location depending on workload. Primary Location: Albuquerque Office
Essential Functions:		

- Take a leading role in determining and representing the department on policy and budget, including obtaining additional resources by working closely with the Deputy Chief Public Defender of ASD to improve ASD operations, efficiencies, and support of employees and clients.
- Gathers, prepares, and relays statistical data with enhanced analysis and reporting to the Chief, Deputy Chief of ASD, ASD units, office leadership, and Communications Director, including LFC and other reporting (regarding workloads stemming from the workload study, requests from the chief or legislators, inquiries from the media or criminal justice partners, etc.).
- Assist in the development and management of ASD projects/programs, LOPD policy and procedures, criminal legal reform, and the maintenance of data.
- Provide training and seek ways to develop staff so they can complete tasks in a competent and efficient manner.
- Take a leading role in identifying projects and programs needing better structure and tracking to stay within budget, ensure follow through, and improved implementation.
- Will work with ASD directors to develop plans, track progress, and measure effectiveness and performance.
- Research and recommend utility and cost-benefit analysis of applying for grant funds.
- Draft grant applications when needed, and take a lead role in working with DC and fiscal on any grants awarded, tracking, reporting, and administration.
- Recommend new methodologies for more effective budget advocacy by drafting LOPD budget requests and supporting documentation.
- Active involvement in legislative and budget initiatives leading up to and including the legislative session, which may require travel around the state.
- Attend meetings with Executive leadership and participate in meetings on budget and policy analysis and advocacy with legislators, LFC, DFA, and other criminal legal partners.
- Assist Executive leadership by providing testimony, analysis, and other support at legislative hearings and meetings with representatives.
- Also, work with Appellate Defender, General Counsel, and Chief with reviewing, tracking, and analyzing legislative bills that may impact the agency, when needed.
- May be required to supervise subordinate staff by acting upon leave requests, conducting annual performance evaluations, and recommending disciplinary actions.
- Perform other job-related duties as required or assigned to support all units of ASD and the department.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Note: An employee with this classification may be required to perform duties of a lower classification without additional compensation. Employee will be required to show competence in lower level support staff classifications.

Competencies:

- Problem solving/analysis
- Management of time and priority setting
- Attention to detail
- Emotional stability
- Respectful and professional
- Communication proficiency
- Initiative
- Personal effectiveness/credibility
- Presentation skills
- Public speaking
- Advanced knowledge of excel spreadsheets
- Technical aptitude
- Organizational skills
- Ability to assess data
- Work ethic
- Results orientation
- Flexibility

Minimum Qualifications:

Bachelor's Degree from an accredited college and three (3) years of directly job-related experience. Any combination of relative education and experience totaling seven (7) years may substitute for the required qualifications.

Must possess (2) years of managerial or supervisory experience.

ADA Components:

Seeing: Frequent
Standing: Occasional
Walking: Occasional
Talking: Frequent
Driving: Frequent
Cognitive Thinking: Frequent
Hearing: Frequent

Reaching: Occasional
Kneeling: Occasional
Stooping Motions: Rare
Lifting: Occasional Floor to waist (files, boxes, evidence)
Pulling: Occasional
Interacting with others: Frequent

	Communicating (Oral, written, typing): Frequent
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Desired Education and Experience for Full Performance

Bachelor’s degree in Business Administration, Public Administration, or Finance and seven (7) years of experience in business administration, public administration, finance or related field; including two (2) years of experience with budgeting process, and/or legislative work; to include two (2) years of federal grant and special revenue experience; and to include three (3) years of managerial or supervisory experience. Any combination of relative education and experience totaling nine (9) years may substitute for the desired education and experience.

FLSA Status: Exempt	Bargaining Unit: This position is not covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to..
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Declaration: Based upon my review of the qualifications and requirements for this position, I can perform these duties.

Employee Signature:	Date:

Manager/Supervisor Signature:	Date:

HR Representative Signature:	Date: