Human Resources
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Criminal Justice Initiatives Manager

JOB CODE	JOB FAMILY	PROFILE
JCM309	**Correctional**	**Criminal Justice Initiatives Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 12, 2026**

The Criminal Justice Initiatives Manager coordinates and implements criminal justice system initiatives, policies, and programs in partnership with local stakeholders to improve the efficiency, fairness, and effectiveness of the criminal justice system. Works to reduce the jail population and promote effective alternatives to incarceration, consistent with community safety goals. Identifies, promotes, and drives the application of best practices in criminal justice operations that align with County objectives. Engages with all criminal justice partners, identifies opportunities to reduce recidivism, and develops interventions that divert individuals from the criminal justice system into behavioral health programs.

Job Description

DUTIES AND RESPONSIBILITIES

- Leads efforts to identify and advocate for initiatives, policies, programs, and practices that improve the efficiency, effectiveness, and fairness of the local criminal justice system.
- Promotes and initiates strategies to safely reduce or maintain the jail population and expand alternatives to incarceration through treatment and supportive services.
- Serves as the de facto director of the Criminal Justice Coordinating Council (CJCC), collaborates with elected and appointed officials and various federal, state, and local organizations.
- Guides the development of goals, priorities, work plans, programs, and organizational structures for the CJCC in collaboration with internal and external stakeholders across the criminal justice and behavioral health systems.

- Develops, revises, and oversees contracts, grants, and agreements related to criminal justice initiatives; ensures appropriate budgeting, partner performance, and reporting compliance.
- Analyzes data related to criminal justice, behavioral health, and the jail population to identify and implement cost-effective best practices.
- Develops and monitors outcome and performance measures for initiatives using available data; publishes and distributes findings; oversees evaluation of specific programs where applicable.
- Guides integration of criminal justice and behavioral health data among County departments and non-County partners.
- Implements ongoing performance monitoring of key criminal justice system aspects and tracks progress toward identified goals and objectives.
- Advises the County Manager on current and proposed criminal justice initiatives.
- Maintains program documentation and prepares required reports for relevant agencies.
- Identifies, evaluates, and tracks funding opportunities from state, federal, and private sources; assists with proposal development and program design.
- Supports the County Manager with community projects and initiatives as assigned.
- Prepares and delivers presentations to the CJCC, County leadership, and community stakeholders.
- Helps lead the CJCC and the Criminal Justice and Behavioral Health Initiatives (CJBHI) office; sets strategy and priorities and ensures deadlines are met.
- Selects, supervises, trains, and directs assigned staff.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Law Enforcement, Criminology, Psychology, Public Administration, or related field.
- Six (6) years of work experience in corrections, criminology, criminal law, psychology, social work, or probation/parole.
- Two (2) years in a supervisory role.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Employee may work flexible hours as needed.

WORKING CONDITIONS

- Employee often works alone, with or without direct supervision.
- Employee may work flexible hours as needed.

EQUIPMENT, TOOLS AND MATERIALS

- Employee uses equipment such as a vehicle, telephone, cell phone, computer, copier, and fax machine to perform essential duties.
- Employee handles materials including files, forms, reports, paperwork, and various office supplies.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver’s License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.