



SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

INSTRUCTIONS TO DEPARTMENT DIRECTORS: Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.

Title of Position Bureau Commander, Pretrial Services Bureau		Reports to (Title) Division Chief, Program Services Div.	
Name of Incumbent		Grade 06	Exec. Benefits NO
Department Corrections And Rehabilitation		Division Program Services Division	
Comments Advanced professional and managerial work in planning and directing the activities of the Pretrial Services Bureau.			

Will the position continue to exist after the departure of the incumbent? Yes No
 If yes, when do you anticipate the position will become vacant? Date: (mm/year): 2-5 yr

MINIMUM QUALIFICATIONS: Please list the minimum qualifications required for this position.

Bachelor's degree. A minimum of three to six years of progressively responsible administrative experience to include supervisory experience is required. Applicants may be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

TECHNICAL COMPETENCIES: Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.

Ability to manage and supervise the work of staff engaged in diversified activities to include client intake, pretrial release, monitor program and court appearances in the Pretrial Services Bureau.

Ability to exercise considerable independent judgment in the application of advanced principles of management for the achievement of departmental goals and objectives.

Ability to manage programmatic and administrative activities, ensure that operations of units supervised are consistent with departmental goals and objectives.

Ability to make effective recommendations concerning the operations of the Pretrial Services Bureau.

Ability to develop policies and procedures for service delivery and ensure fiscal and programmatic accountability.

Ability to communicate verbally and in writing to groups and individuals.

Ability to establish and maintain effective working relationships with superiors, i.e., judges and a variety of other public and agency officials.

Ability to direct, manage and evaluate professional, paraprofessional engaged in various phases of the bureau's activities.

Ability to plan, coordinate and implement activities which will assist the Department in the achievement of its goal and objectives.

Ability to provide direction to staff and monitor Bureau operations to ensure compliance with Federal, State, county and departmental rules and regulations.

GENERAL COMPETENCIES: Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate the necessity by using the following scale:

- 1 = Somewhat Necessary 2 = Necessary 3 = Very Necessary 4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	4	Political Savvy	2
Business Acumen & Entrepreneurship	3	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	4
Continual Learning	4	Influencing & Negotiating	4	Strategic Thinking	4
Customer Service	4	Performance Management & Results-Orientation	4	Teamwork & Group Leadership	4
Decisiveness	4				

Completed by:
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Date
2/20/2009

Please forward your completed form to the Compensation Section, Human Resources Department, for review and approval. Forms can be sent via fax to (305) 375-5768, via email to spcompensation@miamidade.gov, or via interoffice mail to 111 NW 1st Street, 20th Floor, Suite 2020. For assistance in completing this form, please call the Compensation Section at (305) 375-3774. Thank you.