**Menu of example non-JJSES job duties**

In addition to JJSES related job duties, there are several other departmental and procedural considerations that could be given to the position of Quality Assurance Supervisor. Below is a menu of potential job duties that could be assigned to this role. The job duties listed below are intended to provide some guidance on other key responsibilities of probation departments, but are not limited to just the items listed below. Each department should evaluate their priorities and responsibilities and if necessary, add accordingly.

**Oversight, evaluation, and improvement of community service providers to include, but not limited to:**

* Streamline referral process;
* Collection of clearances for community-based provider staff;
* Evaluate outcomes;
  + Successful completion rate
  + Percentage of program deliverables met
  + Recidivism
* Conduct recidivism studies;
* Track and evaluate provider reports;
* Track, enter, and/or monitor services in the JCMS Service Module;
* Review and oversight of contracts;

**Oversight, evaluation, and improvement of residential/detention/shelter service providers to include, but not limited to:**

* Streamline referral process to include the necessity of placement;
* Evaluate outcomes;
  + Successful completion rate
  + Percentage of program deliverables met
  + Recidivism
* Addresses any significant areas of concern regarding the safety of placed juveniles, non-compliance by service providers with contractual expectations, licensing issues, etc;
* Directs on-site visits and interviews with provider staff and youth, and reviews department reports and provider records;
* Track and evaluate provider reports;
* Track, enter, and/or monitor services in the JCMS Service Module;
* Review and oversight of contracts;

**Ensure compliance with Juvenile Court standards and Juvenile Act requirements to include, but not limited to:**

* Ensure collection and submission of DNA according to statue and policy;
* Ensure completion of fingerprinting and photographing;
* Review/QA court orders and entry into JCMS/CPCMS;
* Run quarterly training hour reports to ensure 40 hours of yearly training;
* Track and initiate the expungement of juvenile records for automatic expungement disposition cases;

**Oversight and completion of the Needs Based Planning and Budget process and the JCJC grant in aid to include, but not limited to:**

* Ensure adequate funding for programming;
* Recommend promising practice opportunities;
* Assisting in the completion of the JCJC survey and action planning for activities and needed funding;

**Oversight of systems to include, but not limited to;**

* Review and track JCMS closing outcomes measures;
* Monitor’s data and document input into Juvenile Case Management System (JCMS) to ensure for accuracy of the information;
* Collect, analyze, organize department data and report outcome statistics for JCJC and AOPC;
* Coordinates the completion of missing JOTN processing;

**Other:**

* Oversight and/or assist with the on-boarding of new probation officers;
* Development and implementation of exit surveys;
* Oversight of safety related trainings and issues;
* Any other duties and responsibilities deemed necessary or important to the department.