

# KELE GRIFFONE

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## WORK EXPERIENCE

1/2015- Present

Division Director, Salt Lake County Criminal Justice Services

Provides leadership and direction to all employees of the Division in fulfilling the mission of Criminal Justice Services. Manages administration of Division functions, operations and support activities. Responsible for the development of effective strategic plans. Manages fiscal resources, developments the annual budget, and establishes and maintains appropriate financial policies and procedures. Ensures that all funds, physical assets, and other property of the Division are appropriately safeguarded and administered. Manages growth while maintaining the integrity and quality of programming. Executes all decisions and contractual agreements, grants and commitments of the Division. Manages the Division's human resources needs. Plans, directs, and evaluates all the operations of the Division to ensure compliance with applicable laws, rules, and policies. Develops specific policies, procedures, and programs to implement the general policies of the County and funding partners. Establishes and maintains effective working relationships with officials of federal, state, regional and local agencies, community leaders, and the general public. Plans, coordinates and conducts public relations to enhance public awareness of services offered.

5/2014- 1/2015

Associate Division Director, Salt Lake County Aging & Adult Services

Represented the Division Director in their absence with the authority to make decisions and commit resources on behalf of the agency. Participated in planning, development, and implementation of division goals, budgets, policies and procedures. Provided guidance on matters of program, budget, personnel, and legal responsibility and made recommendations to the Director for implementation. Effectively lead and administered assigned programs. Ensured assigned programs complied with division, county, state, and federal policies, regulations, and grant requirements. Established and monitored performance outcome measures for programs. Supervised staff, which includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.

6/2011- Present

Planner & MIS Manager, Salt Lake County Aging Services

Prepare, implement, and monitor short- and long-range strategic plans and performance outcomes. Extensive analysis of agency goals and identify factors that will contribute to the ability to obtain those goals. This includes identifying strengths and weaknesses, finding areas for improvement, and forecasting future trends. Identify, analyze, and monitor issues that affect profitability, growth, and productivity. Management of federal, state, and local reporting requirements. Conduct evaluations of new and existing programs making recommendations on financial and non-financial strategic alternatives to meet operational plans. Analyze and evaluate data and deliver it in a useful decision-making form to managers to enable data driven business decisions. Develop recommendations on new service needs based on research and evaluation of programs and changes in customer demographics.

6/2010– 6/2011

Contract Coordinator, Valley Mental Health

Confirmed contracts, government regulations, federal, state, and county requirements were followed and up to date. Responsible for the preparation, analysis, negotiation, review, and execution of contracts. Maintained agency contract database and guaranteed the accuracy and consistency of contract information. Served on various committees and the point of contact for annual State Audit and provided the required reports and files for compliance review. Assisted Human Resource Manager with data compilation, analysis and preparing reports regarding compensation to ensure fair and equitable pay rates along with compliance in changing laws and regulations.

8/2007 – Current

Owner, Legacy Plus, L.L.C

Assist with services such as business strategy, marketing, financial and management controls, human resources, information technology, and e-business and operations. Offer specialist expertise, skills and industry knowledge on matters of Criminal Justice Services. Carry out research and data collection, conduct analysis, interview client's employees, management team and stakeholders, to prepare business proposals/presentations. Formulate and implement recommendations/solutions, ensure the client receives the assistance needed to implement the recommendations/solutions, manage projects and programs. Offer active leadership role in the management of client relationships. Provide organizational change management assistance, development of coaching skills, technology implementation, project management, strategy development or operational improvement services. Identify and propose recommendations for more effective or efficient ways of performing business tasks. Provide objective advice, expertise and specialist skills with the aim to create value, maximize growth or improve the business performance of clients. Schedule and attend business development meetings.

3/2005 – 2/2008

**Court Administrator, Boulder City Municipal Court**

Manage, analyze, and prepare data to effectively and efficiently provide quality services to the citizens served. Collaborate with the Municipal Judge and City administration regarding the Court's input to the City's strategic planning process. Establish department goals and objectives consistent with City policies and procedures. Prepare and administers the Court budget. Monitor activities to guarantee expenditures are within State regulatory guidelines and approved budgetary limits. Increased collected revenue each year by \$100,000. Lowered the courts Failure to Appear rate 54% by implementing and utilizing phone technology. Direct and coordinates the day to day activities of the Court. Confirms the accurate preparation and maintenance of Court fiscal records. Responsible selection, training, and evaluation of personnel assigned to the Court. Foster and maintains effective working relationships with City administration and operating departments. Evaluate and implement Legislative changes affecting the management and operation of the Court. Manage the Courts existing facility and oversees the planning and construction of additions to facility and new construction. Oversee the Court's management information systems and interfaces with other agencies to maximize the utility of the information provided.

3/1993 – 3/2005

**Internal Services Manager, Salt Lake County Criminal Justice Services**

Oversee department wide management information systems plan to include major hardware and software purchases. Manage and participate in the development of the Criminal Justice Services department budget and assist in determining and forecasting division costs. Manage the development, implementation, and maintenance of data collection for reporting, monitoring, strategic planning, evaluation, and planning. Develop and monitor policy and procedure regarding internal administration, division-wide policy, and county policy. Develop and implement planning and quality assurance functions for Division and programs. Serve as the Terminal Agency Coordinator for Bureau of Criminal Identification. Compiled and prepared program statistical reports for County Administration and operating departments. Directed and coordinated computer management, in-house training, and managed quality assurance program.

**EDUCATION AND TRAINING**

Master of Business Administration - University of Phoenix  
Bachelor of Science - Business Administration - Southern Utah University  
National Center for State Courts Court Management Program. Certified Court Manager  
Salt Lake County Leadership Institute Program  
Salt Lake County Supervisory Certificate Program

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**SKILLS**

Strong analytical thinking and problem analysis; planning, organizational and marketing skills; design and implementing management systems for quality assurance; ethical and responsible leadership; project management skills; ability to lead a diverse team; client & partner relationship management; strong verbal and personal communication skills; excellent time-management.