



DUTY STATEMENT

EMPLOYEE VACANT		RPA # / JOB CONTROL # 24-092 / 427791	
POSITION NUMBER 040-200-7500-001	CLASSIFICATION CEA, Level B	WORKING TITLE Deputy Executive Officer	
DIVISION Victim Compensation	SECTION/UNIT	CBID Excluded	WWG E
WORK DAYS Monday - Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Fulltime

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? Yes No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and an accurate description of the essential job functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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DUTY STATEMENT

(REV. 04/22)

GENERAL STATEMENT

Under the general direction of the Chief Deputy Executive Officer (CDEO), the Deputy Executive Officer (DEO) has direct oversight for all activities in the Victim Compensation Division (VCD). The DEO serves as the key advisor to the Executive Officer (EO) of the Board, as well as the Government Operations Agency, for the rights and services of victims statewide.

The DEO is responsible for a key oversight role in developing, administering, and evaluating the state's victim compensation division, which is dedicated to compassionately helping victims and their families recover from violent crime. This position provides leadership related to delivering critical victim services and expanding CalVCB's outreach efforts to all victims throughout the state. In addition, the DEO is responsible for identifying ways within CalVCB to effectively serve victims' needs, including but not limited to the delivery of information and services in culturally sensitive and multi-lingual ways.

PERCENTAGE OF TIME SPENT	DUTIES
%	<p><u>ESSENTIAL JOB FUNCTIONS</u> The essential functions include serving as a member of the Board's executive management team and primary advisor to the EO and the 3-member Board regarding CalVCB victim compensation issues and CalVCB programs. Actively participate in decision-making and strategic planning processes. Provide guidance and leadership to ensure that the Board's vision, mission, goals and objectives of the strategic plan are met.</p>
40%	<p>Administer the Victim Compensation Division and evaluate its effectiveness in serving victims. Work with executive staff to implement policy objectives of the program and federal and state laws and regulations. Continually evaluate the work of the division to find areas of improvement and to assess how to better serve victims' needs, including but not limited to, those who are most often underserved.</p> <p>Responsible for understanding the complex nature of the services provided to victims and assessing how the division can better meet these needs. Develop effective strategies to increase or enhance awareness and access to crime victim services for all victims of crime, including but not limited to: human trafficking, the disabled, immigrant, migrant, and rural and frontier communities. Conduct ongoing assessments to identify the underserved victim populations. Conduct complex statistical analysis of California's demographic and crime data information.</p>
40%	<p>Responsible for promoting and ensuring greater visibility and awareness of compensation to victims of needed services in high profile areas such as child molestation, domestic violence, human trafficking; sexual assault in colleges and in the military; and sexual assault to victims of prostitution. Work with staff on outreach to media outlets, law enforcement, first responders and victim advocates to expand awareness of the program's assistance.</p>

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20%

Interact with Legislators, legislative staff, state agencies, law enforcement, media, the Federal Office for Victims of Crime, the National Association of Crime Victim Compensation Boards, the California Crime Victims Assistance Association, the public, and a myriad of external stakeholders such as community-based organizations and service provider associations about CalVCB activities. Represent the Board before State and National victim related organizations, meetings and conferences.

Act as the grant Project Director responsible for meeting all grant commitments including:

- Implementing grants awarded to the Board by the Federal Office for Victims of Crime and other entities.
- Overseeing the usage and administration of federal Victim of Crime Act (VOCA) grants.
- Creating, developing and implementing an annual grant program for the California Trauma Recovery Centers (TRC) that provide comprehensive mental health and medical services to underserved victims of crime.

Responsible for overseeing the development of performance standards for VCD staff and for setting policy tone of accountability and high standards by providing quarterly feedback and dialogue.

Perform long and short-range planning for VCD; develop staffing plans and budget requests; establish priorities and set specific goals and objectives. Oversee change management regarding upgrades in the California Compensation and Restitution System Modification (CaRES Mod) project while maintaining high standards for quality and quantity in the processing of victims claims.

DESIRABLE QUALIFICATIONS

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- Demonstrated ability working at Executive capacity performing high-level administrative and policy influencing functions, which include working effectively under pressure and making high level decisions in a politically sensitive and rapidly changing environment.
- Extensive experience establishing productive and positive working relationships with staff, executive leadership, Agency, and other external public and private organizations in order to achieve program goals and objectives.
- Demonstrated ability in managing operations, including developing and implementing strategic plans, business plans, operational budgets, performance metrics and facilitating continuous improvement of operations.
- Demonstrated ability to build and maintain a high-performing program where subordinate managers and staff were able to achieve their full potential while successfully delivering outstanding service to victims.

Demonstrated ability to communicate confidently, clearly and persuasively both verbally and in writing to a high-level manager or stakeholder.

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Experience at the managerial level with personnel and fiscal management, audit principles and practices, and policies within California state government.
- Varied administrative responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building.
- The ability to interact and communicate effectively with high-level management representatives of federal, state, other governmental agencies and other entities.
- Well-developed oral, written, and interpersonal skills.
- Understand, follow, and enforce CalVCB's safety rules and procedures; support the actions of the Equal Employment Officer and require accountability of personnel for safety in the respective work areas; promote safe work practices and a safe working environment for all employees.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.