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|  | | Current Proposed | | |
| STATE OF CALIFORNIA  California Victim Compensation Board  Rev. 09/17 | |  | | |
| **DUTY STATEMENT** | | | | |
| EMPLOYEE | | | RPA # / JOB CONTROL #  19-030 / 129575 | |
| VACANT | | |
| POSITION NUMBER | CLASSIFICATION | | WORKING TITLE | |
| 040-520-5393-008 | AGPA | | COD Analyst | |
| DIVISION | BRANCH | | CBID | WWG |
| Administration and Finance | Restitution Recovery | | R | 2 |
| WORK DAYS | WORK HOURS | | TENURE | TIME BASE |
| Monday – Friday | Supervisor Discretion | | Permanent | Full-time |
| **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 providing reimbursement for many crime-related expenses to eligible victims who suffer physical injury or the threat of physical injury as a direct result of a violent crime. CalVCB funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal funds.  Our mission is to assure the rights of victims of crime by providing responsive financial compensation through a stable restitution fund. CalVCB is a special funded department under the direction of the Government Operations Agency. | | | | |
| **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 | |
| Vacant |  | |  | |
| **SUPERVISOR ACKNOWLEDGEMENT** | | | | |
| I certify this duty statement represents current and an accurate description of the essential 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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| STATE OF CALIFORNIA California Victim Compensation Board  **DUTY STATEMENT**  (REV. 09/17) **RPA 19-030** | |
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| **GENERAL STATEMENT** | |
| Under the direction of the Staff Services Manager II, Restitution Branch, the AGPA administers the California Victim Compensation Board’s (CalVCB) assessment and collection of restitution fines, orders and penalties from defendants in conformance with the Government Codes, Penal Codes, Welfare and Institution Codes, Health and Safety Codes, Motor Vehicles and Revenue and Taxation Codes. The AGPA works with criminal justice collection entities statewide, local and state government offices. Failure to accurately respond to collection inquiries could negatively impact the Restitution Fund as well as the CalVCB’s credibility. This position receives a high volume of calls that require research and analysis. | |
| **% OF TIME PERFORMING DUTIES** | **ESSENTIAL FUNCTIONS** |
|  | The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. Candidates must have the ability to perform the following essential functions with or without reasonable accommodations. |
| 40%  20%  20%  15%  5% | **ESSENTIAL FUNCTIONS:**  Responds in writing and by phone to delinquent obligation inquiries from persons released from probation and parole, and other State and County agencies; researches, analyzes, and resolves outstanding collection issues with outside agencies; negotiates payment schedules with debtors; serves as liaison between CalVCB and the Franchise Tax Board for collections through the Court-Ordered Debt (COD) Collection Program and FTB Tax Intercept Program. Compile, track debts, payments, and maintain account info on debtors that owe outstanding restitution. Process outstanding items that fall below the FTB threshold in order to collect outstanding restitution fines and board orders; Submit annual files for collection on outstanding restitution fines and board order; Maintain accounts, payment plans and send out demand letters.  Undertake and research restitution issues, provide monthly reports (call volume, payment reports, FTB adjustments, revenue, COD submissions, action files, credit account for payments received and process payment files). Independently gather and evaluate data and prepare statistical reports for management. Will assist and review the adjustment workload of technical staff in the Restitution Section and will also perform a variety of the more complex assignments and tasks within the Restitution Collection Section.  Maintains a collections tracking system that includes fines and orders imposed, amounts paid, and offender identifying data. Ensures that the collection policies and procedures are aligned with statutes, regulations and case law. Researches and resolves over-collections of offender payments. Works with state and local entity staff to obtain information in order to collect outstanding restitution fines and orders. Research case information from various data sources, prepare and account adjustments as necessary.  Researches adjustments, refunds, payments and maintain comments on cases. Research and analyze rejected/returned case records from FTB and obtain updated information for resubmission. Prepares monthly and/or quarterly data or narrative reports using data gathered through imposition and collection and makes recommendations to management to improve collection/imposition processes.  Completes special projects related to restitution. Responds to information requests from the CalVCB’s website, letters, and phone calls. Other duties as required. | |
| **DESIRABLE QUALIFICATIONS** | | |
| * Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and Access. * Ability to develop statistical data and evaluate results. * Ability to apply and interpret policies, regulations, and laws. * Ability to take and follow verbal or written direction from supervisors/managers. * General knowledge of the VCP program to be able to establish program goals/objectives, identify/resolve program issues, etc. * General knowledge of the formal and informal aspects of the legislative process in order to analyze proposed legislation impacting the department. * General knowledge of the department’s mission, goals and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division. * General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients. | | |
| **PERSONAL CHARACTERISTICS and EXPECTATIONS** | | |
| * Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact. * Ability to effectively handle stress and deadlines in a fast-paced work environment. * Ability to problem-solve and use critical and creative thinking to effectively perform work. * 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. * Communicate successfully in a diverse community as well as with individuals from varied backgrounds. * Understand, follow and enforce all safety rules and procedures. * Be supportive of management and coworkers. * Maintain the confidence and cooperation of others. * Ensure deadlines are met. * Manage multiple & changing priorities. * Maintain acceptable, consistent, and regular attendance. * Develop and maintain knowledge and skill related to the job. * Complete assignments in a timely and efficient manner. | | |
| **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. | | |