



Current
 Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Associate Governmental Program Analyst	Working Title Resource Coordinator
Employee Name	Position Number 799-251-5393-707
Project/Division Name Office of Youth Community Restoration	Supervisor's Name Krystall Moore
Unit County Coordination Unit	Supervisor's Classification SSM II
Physical Work Location 925 L Street, Sacramento, CA 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Click here to enter text.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the direction of the Staff Services Manager II (SSM II), the Associate Governmental Program Analyst (AGPA) acts as a resource coordinator and performs complex analytical duties to review, evaluate, and support implementation of county plans associated with providing county-based custody, care, and reentry supervision of youth involved in the juvenile justice system in the 58 counties. The AGPA supports the Office of Youth Community Restoration (OYCR) in the implementation of Senate Bill 823, Chapter 337, and Statutes of 2020, which promotes evidence-based trauma responsive, culturally respectful, and gender specific services for youth involved in the juvenile justice system. These services are designed to support the youths' successful transition into adulthood and help them fulfill their goals and achieve their potential as responsible, thriving, and engaged members of their communities. The AGPA possesses strong research, analytical and written communications skills with an ability to work with a high degree of independence.</p>	
Percentage of Duties	Essential Functions
35%	<p>As the resource coordinator for the 58 counties, analyzes, interprets, monitors, and applies complex laws, regulations, legislation, and policies related to the county plans for the Juvenile Justice Realignment Block Grant. Completes complex special projects, as assigned, developing written evaluations or recommendations for county plans. Investigates and presents written documentation on effective county policies that have the potential for wider dissemination and adoption and on areas of need for enhanced assistance. Develops and edits written briefs, correspondences and fact sheets of complex issues making them accessible to a general audience and supporting dissemination efforts.</p>
30%	<p>Consults with county staff, stakeholders and local implementation partners to provide plan and policy consultation and reconcile information related to youth involved in the juvenile justice system. Works with the 58 counties and provides technical assistance to county partners for developing, activating, operating, and evaluating the effectiveness of the annual plan.</p>
20%	<p>Provides lead assistance to the SSM II and SSM I Specialists in staffing OYCR meetings and events. Develops agendas with member and stakeholder input, identifying speakers, and records meeting minutes. Prepares written responses to constituent inquiries. Provides ongoing consultation by telephone and written correspondence to other state departments, county justice systems, and behavioral health agencies and programs regarding OYCR protocols, procedures and responsibilities.</p>

10%	Represents the OYCR at a variety of meetings and participates in committees, trainings, work groups and/or task forces. Represents the SSM II and the unit as needed both within and outside of OYCR. Creates, edits, and remediates documents to ensure the documents are made accessible and are in compliance with the American with Disabilities Act (ADA). Relieves the unit leadership of routine and general administrative assignments.
5%	Performs other related duties, special assignments, and projects as required in order to fulfill the mission, goals, and objectives of the OYCR.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

N/A

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature _____ Date _____

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature _____ Date _____

7. HRD USE ONLY

Human Resources Division Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:
Click here to enter text.

- ** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)

- **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**



Current
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DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Staff Services Analyst (SSA)	Working Title County Liaison
Employee Name	Position Number 799-251-5157-708
Project/Division Name Office of Youth Community Restoration (OYCR)	Supervisor's Name Krystall Rollins
Unit County Coordination Unit	Supervisor's Classification SSM II
Physical Work Location 925 L Street, Suite 1275 Sacramento, CA	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Click here to enter text.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the direction of the Staff Services Manager II (SSM II), the Staff Services Analyst (SSA) acts as a County Liaison for assigned counties and performs average difficulty analytical assignments, both routine and ad hoc, to review, evaluate, and support implementation of county plans associated with providing county-based custody, care, and reentry supervision of youth involved in the juvenile justice system across 58 counties. The SSA supports the OYCR in the implementation of Senate Bill 823, Chapter 337, and Statutes of 2020, which promotes evidence-based trauma responsive, culturally respectful, and gender specific services for youth involved in the juvenile justice system. These services are designed to support the youths' successful transition into adulthood and help them fulfill their goals and achieve their potential as responsible, thriving, and engaged members of their communities. The SSA possesses strong research, analytical and written communication skills with an ability to use independent judgement and discretion to interpret and apply statutes, regulations, and policies to specific situations.</p>	
Percentage of Duties	Essential Functions
35%	<p>Analyzes, interprets, monitors, and applies complex laws, regulations, legislation, and policies related to the county plans for the Juvenile Justice Realignment Block Grant (JJRBG) and other county funding opportunities. Contributes to special projects, as assigned and develops written evaluations and recommendations for annual county plans. Analyzes information/data and provides written analysis and clearly presents recommendations on effective county policies that have the potential for wider dissemination, including statewide impact and on areas of need for enhanced technical assistance. Develops written briefs, correspondence, fact sheets and issue papers for a variety of audiences and assists in dissemination accordingly.</p>
30%	<p>Establishes professional resources and networks with county staff, stakeholders and local implementation partners to provide plan and policy consultation and reconciles information related to youth involved in the juvenile justice system. Works with assigned counties, with some touchpoints across all 58 counties, to provide technical assistance advisement to county administrators and partners for developing, activating, operating, and evaluating the effectiveness of their annual JJRBG plan.</p>
20%	<p>Provides convening and meeting facilitation assistance to OYCR, and specifically at the direction of the SSM II, for internal and external meetings and stakeholder engagement which includes but is not limited to develops, finalizes and disseminates approved meeting materials, i.e., agendas, with consideration of OYCR leadership, committee member(s) and stakeholder input; invites and schedules guest speakers and</p>

	arranges presentations relevant to policy area/focus and outcome goals of meetings; records and distributes meeting minutes as well as act as a liaison with CalHHS Communication/Web Team to post materials to designated website(s)/webpage(s). Acts as lead analyst for assigned meetings and/or areas of subject matter expertise. Prepares written responses to constituent inquiries. Provides ongoing consultation by telephone and written correspondence to other state departments, county justice systems, and behavioral health agencies and programs regarding OYCR protocols, procedures and responsibilities.
10%	Represents OYCR at a variety of meetings and participates in committees, trainings, work groups and/or task forces. Represents the SSM II and the County Coordination Unit as needed both internal to OYCR/CHHS and externally. Creates, edits, and remediates documents to ensure the documents are made accessible and are in compliance with the American with Disabilities Act (ADA). Performs routine and general administrative assignments.
5%	Performs other related duties, special assignments, and projects as required in order to fulfill the mission, goals, and objectives of OYCR.

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Supervisor's Signature _____ Date _____

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