



☐ Current  
☒ Proposed

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification CEA A	Working Title Division Chief
Employee Name	Position Number 799-251-7500-003
Project/Division Name Operations & Grant Program Support Division	Supervisor's Name Alani Jackson
Unit <a href="#">Click here to enter text.</a>	Supervisor's Classification CEA B – Deputy Director
Physical Work Location 925 L Street, Suite 1275, Sacramento, CA 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date <a href="#">Click here to enter text.</a>	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other ( <i>specify below in Description</i> )	
<b>Description of Position Requirements</b> The incumbent is required to easily adapt to changing priorities; supervise, coach and develop a multi-disciplinary team; work under pressure to meet deadlines; effectively contribute to the CalHHS' equal employment opportunity objectives in order to create and maintain a fair and equitable work environment; respond to urgent requests on short notice; maintain consistent, regular, predictable attendance; communicate effectively (orally and in writing) in order to exchange information with the Administration, state and federal agencies, legislators, the public, and staff; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; oversee the completion of division assignments in a timely and efficient manner; and adhere to departmental policies and procedures. The incumbent must exercise a high degree of initiative, independence of action, creativity and originality; demonstrate tact and exercise sound judgment. Proficient use of a personal computer, office equipment and Microsoft Office Suite are required in order to perform daily managerial duties.  All Office of Youth and Community Restoration (OYCR) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the office's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations across the juvenile justice continuum in Education, Health, Ombuds, Operations and Program Support, Research and Systems Change efforts across California.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Under the direction of the Deputy Director, this position functions as the Division Chief (CEA A) of Operations and Grant Program Support Division (OGPSD) responsible for overall policy development and management of OYCRs administrative operations including state and federal juvenile justice grant administration, and serves as the principal advisor on complex issues across the following program areas: Business Services/Contract Management, Human Resources, Workforce Development, State and Federal Policy/Legislation, OYCR driven Committees, Commissions, and Stakeholder Engagement. Additionally, this CEA serves as the executive liaison for and with the Federal Government and leads, plans, directs and coordinates the day-to-day administration of OYCRs grant programs, totaling over \$12 million in federal grant awards annually as the Designated State Agency for Title II federal funds as well as \$100 million in state contracts and grants.  In addition, the Division Chief is responsible for developing staff, including recruiting and training employees; evaluating staff performance and preparing timely probationary reports, individual development plans, and corrective action, if necessary; conducting regularly scheduled division meetings to share information; and participate in all OYCR Leadership meetings/convenings.	
Percentage of Duties	Essential Functions

30%	Oversight and program management of California's state and federal juvenile justice grants. Lead, plan and organize the daily administration of OGPSPD's federal and state grant programs after award. Develop, recommend, implement, and evaluate policies and procedures to govern the fiscal and reporting requirements that each grantee must comply with as a condition of award. Develop, recommend, implement, and evaluate policies and procedures for monitoring and approving expenditures, establishing fiscal controls and measures, evaluating grantee readiness and performance, and monitoring compliance with contract and legislative provisions. Supervise Division staff in the management and administration of active grant contracts. Interpret and apply state and federal law, budget language, regulations and policies related to grant and program evaluation. Report to the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) on the status of grant programs and oversee the preparation of reports to request SACJJDP approval as necessary. Coordinate with national policy and professional organizations on a broad range of policies and regulations relating to grant programs in California.
20%	Direct and manage staff activities; develop OGPSPD strategic plan and establish project priorities across all workstreams to ensure effective and efficient utilization of state resources and ensure quality assurance procedures are in place and working to identify opportunities for process improvements. Direct the completion of complex contractor responsibilities for OGPSPD which includes ensuring all applicable contracting processes, requirements, and regulations are being adhered to. Oversight and program implementation and evaluation around new state and federal legislation, regulations, and other policies such as Executive Orders, and their impact to OYCR as well as ensure compliance with state and federal laws, statutes, policies and procedures in collaboration with OYCR Chief Counsel. Oversee preparation and monitoring of OYCR budget(s) including disbursements and expenditure tracking. Prepare contracts, Budget Change Proposals, and Budget Concept Papers. Oversight of OGPSPDs response to legislative analyses, expedited assignments, technical assistance and communications with external and internal stakeholders, in collaboration with OYCRs Directorate and Chief Counsel.
15%	Develop, implement, evaluate and direct policies and procedures for conducting audits of grantees to assess progress toward and compliance with grant requirements. Ensure the implementation and monitoring of applicable Corrective Action Plans and strategies. Resolve issues of conflict with invoice payments and compliance. Serve as the first level approver of all formal appeals. Liaison with state and federal control agencies that authorize the grant programs including the federal Bureau of Justice Assistance. Ensure compliance with state and federal requirements. Complete state and federal reports as required. Provide technical assistance and expert consultation to state, local and stakeholder agencies.
15%	Develop, implement, evaluate and direct policies and procedures to monitor compliance with the Juvenile Justice and Delinquency Prevention Act (JJDP) within the State of California. This responsibility includes providing an effective system of monitoring all jails, lock-ups, detention facilities, and correctional facilities to ensure that the core requirements are met, and to annually report compliance monitoring findings to the OJJDP Administrator and satisfy California's requirements in order to be eligible to receive funding under JJDPAs Formula Grants Program. Provide technical assistance and expert consultation to state, local and stakeholder agencies.
15%	Provide high level expertise and serve as a member of OYCRs Executive Leadership team. Serve in an advisory role to the Director, Deputy Director, and in a team capacity with the other executive members to establish the strategic direction of OYCRs administrative and grant programs and projects. Actively participate in policy development and decision-making process on operating procedures, program implementation and management techniques to meet OYCRs strategic planning goals and objectives. Represent OYCR in meetings, hearings, conferences, discussions, and workgroups that include State entities such as the Legislature, legislative committees, Legislative Analyst Office, Governor's Office, Department of Finance, Department of General Services, and Department of Human Resources; representatives of county/state/federal governments, industry representatives, special interest and advocacy groups, and other high-level officials regarding juvenile justice grant administration and issues affecting system involved youth, and their families; confers with the Deputy Director and OYCR leadership on operational and programmatic issues that arise as a result of these meetings.
5%	The nature and extent of the duties of this position necessitates travel to attend meetings and/or conduct provider/staff training, contract and grant oversight, compliance monitoring, and may require overnight stays. Other duties as required.

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

Standing: Occasional (13-25%)	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: 1-25%	
Other: <a href="#">Click here to enter text.</a>		
Type of Environment: a. Cubicle b. N/A		
Interaction with Public: a. Required to assist customers on the phone. b. N/A c. N/A.		
<b>5. SUPERVISION</b>		
Oversee professional staff inclusive of: SSM II, SSM I (Specialists), SSAs/AGPAs, and an RA.		
<b>6. SIGNATURES</b>		
<b>Employee's Statement:</b> 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	
<b>Supervisor's Statement:</b> 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	
<b>7. HRD USE ONLY</b>		
<b>Human Resources Division Approval</b>		
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		
<b>Reasonable Accommodation Unit use ONLY</b> (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: <a href="#">Click here to enter text.</a>		

**\*\* 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