

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Analyst III	Working Title Regional Project Analyst
Employee Name	Position Number 799-251-5402-XXX
Project/Division Name Office of Youth Community Restoration	Supervisor's Name Marcia Rincon-Gallardo
Unit System Change and Equity Division	Supervisor's Classification CEA
Physical Work Location <a href="#">Click here to enter text.</a>	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	
<p><b>Check all that apply:</b></p> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required  <input type="checkbox"/> May be Required to Work in Multiple Locations         </div> <div> <input type="checkbox"/> Requires Fingerprinting &amp; Background Check  <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div> <p><b>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.):</b></p> <p><a href="#">Click here to enter text.</a></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the general direction of the CEA Chief of Systems Change and Equity, the Analyst III is responsible for providing high-level expertise such as contract management and projects that are part of the division which include the Community Based Organizational Capacity Building Initiative, Ending Girls Incarceration, Youth Justice Summit, and State Advisory Committee Juvenile Justice Delinquency Prevention Subcommittees on Restorative Justice and Racial and Ethnic Disparity. The Analyst III supports the Office of Youth and Community Restoration (OYCR) in the implementation of Senate Bill 823, Chapter 337, and Statutes of 2020, which promote evidence-based trauma and healing 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 division supports SB823 and is focused on the creation of projects that solidifies systems change aligned with OYCR's mission and vision as well increasing equitable outcomes throughout OYCR. The Analyst III will take lead on key division projects within the division by the development of work plans, time management, tracking of outcomes and deliverables and reporting. The Analyst will build and bridge relations among systems and community partners, improve effective policy development across various internal agency, state and local committees and build on relations among public serving bodies such as county-based commissions.</p>	
Percentage of Duties	Essential Functions
40%	<p>The Analyst III will lead on providing high-level subject matter expertise on selected key major projects associated with the Systems Change and Equity Division, including Ending Girls Incarceration, Community Based Organizational Capacity Building Initiative, Youth Justice Summit, State Advisory Committee Juvenile Justice Delinquency Prevention subcommittees that include Restorative Justice and Racial and Ethnic Disparity subcommittees. The Analyst III will work independently with the Operations division on contract management/engagement and establish effective processes for reviewing, modifying, tracking approving, and executing the contracts and invoices within the division. Identifies key leadership from throughout the state to join, orient and maintain communication of workgroups for selected projects and acts as the primary point of contact to review, support modification of the comprehensive and the collectively created descriptive annual plan for the work of the division projects. Acts as lead and primary point of contact to the selected key projects for provision of technical assistance by project consultants and partners and to review and revise work plans as necessary towards the goal of achieving deliverables with final approval from the OYCR leadership.</p>

30%	Proactively collaborates, communicates, and consults with internal agency committees and represents the division and its projects at state, county government, community meetings, conferences, and events. Collaborates with other state departments, the legislature, stakeholders, youth advocates, youth leaders formerly incarcerated, and the youth justice community to ensure best practices are identified. Leads the division with the development of effective implementation project plans and continuous quality improvement. Ensures positive and effective engagement, collaboration, negotiation, and communication with all local stakeholders on issues concerning implementation of specific public facing division projects.
15%	Consults, advises, and presents findings to the CEA Division Chief and OYCR staff on a variety of approaches, solutions, and best practices related to the development of the division's project plans. Collaborates with the Health Policy, Research, Ombuds, and Operations Unit in the planning, development, implementation and monitoring of policies and practices. Collaborates with the Ombudsperson's Office to provide technical assistance to resolve complaints. Acts as a liaison and cross-collaborates in assessing effectiveness and efficacy within the five divisions to meet the strategic objectives of the OYCR.
10%	May act on behalf of the CEA in their absence by responding to internal and external requests for information through telephone, written correspondence, meetings, or email communication in order to maintain business functionality and to ensure operations continue. May act on behalf of the CEA as required by attending meetings, speaking engagements, representing the office, decision making, and signing documents as assigned.
5%	Performs other related duties, special assignments, and projects as required 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 type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
<p><b>Reasonable Accommodation Unit use ONLY</b> (<i>completed after appointment, if needed</i>)</p> <p>* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.</p> <p>List any Reasonable Accommodations Made:</p>		

**\*\* 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