DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
OFFICE OF COMMUNITY AWARENESS, RESPONSE, AND ENGAGEMENT
VICTIMS' SERVICES UNIT

NAME:

CLASSIFICATION: Analyst II

WORKING TITLE: Victim Advocate (SB 50)

STATEMENT OF DUTIES: Under the direction of the Victims' Services Unit (VSU) Supervisor I, the Analyst II performs a range of complex and varied analytical tasks related to the delivery of services of VSU, and to the successful implementation of the Device Protections request enacted through Senate Bill 50 (SB 50). The Analyst II will be responsible for supporting victims of crime defined in SB 50 such as domestic violence, adult sexual assault, adults sexually abused/assaulted as children, child physical abuse or neglect, child sexual abuse/assault, domestic and/or family violence, elder abuse or neglect, and all forms of human trafficking under mandated victim services Penal Code (PC) 13835.5. The Analyst II will provide effective recommendations and resources to fulfill the legislative mandate that safeguard compliance with the law in victim advocacy. The Analyst II must demonstrate a high degree of initiative, professionalism, and discretion in handling sensitive victim services and will be required to work independently and collaboratively with stakeholders.

SUPERVISION REQUIRED: Reports to the VSU Supervisor I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, stand, and work in a fast-paced environment while performing tasks requiring computer use and physical mobility. Ability to manage emotional and psychological demands associated with trauma-informed advocacy.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-space cubicle in a high rise building and smoke-free environment. Training, outreach, and advocacy activities require regular travel by car, plane, train and/or public transportation within a specified geographic region in California, with potential for occasional travel to outside regions, depending on operational needs.

ESSENTIAL FUNCTIONS:

35% **Victim Advocacy and Case Management:**

Coordinate the intake, tracking, and follow-up of device-protections requests as the designated representative for survivors, when authorized. Independently research, analyze, and manage a caseload of complex cases that focus on SB 50 inquiries and cases that may involve death penalty, non-capital cases, conflict and prosecutorial and officer-involved shooting cases. These cases can include multiple victims with more than one victimization such as human trafficking, elder abuse, sexual assault, domestic violence, fraud, and post-conviction cases involving victims eligible for restorative justice programs. Provide victim-centered and trauma-informed advocacy in addition to referrals to tailored community-based and government resources and emotional support to victims, survivors, and families as they navigate coordination of device-protection. Support crime victims in navigating the criminal justice system by providing an orientation of the criminal justice system, providing resources based on the victim's needs, providing accompaniment at law enforcement and prosecution meetings, and court proceedings and ensuring victims are informed on their rights under Marsy's Law and other legal protections. Verify, document, and liaise with account managers and local law-enforcement agencies to meet the two-business-day statutory deadline prescribed in SB 50.

30% **Outreach, Training, and Collaboration:**

Establish and maintain strong relationships with key stakeholders on device-protection requests including district attorneys' offices, law enforcement agencies, and community organizations across California's 58 counties to learn about the services they offer to develop and update educational materials. Request documents from stakeholders to assist with SB 50 requests as required. Participate in outreach initiatives to raise awareness of device-protection opportunities, including attending community events, criminal justice forums, and victim services conferences. Organize and facilitate training sessions for stakeholders on best practices in device-protection requests under SB 50 and trauma-informed advocacy. Consult with culturally diverse and marginalized communities through virtual and in-person meetings and regular email communications to ensure victim services are inclusive and accessible.

15% **Publications and Resources Development:**

Collaborate with internal partners within the Office of Community Awareness, Response, and Engagement and DOJ legal teams, as well as external partners such as district attorneys' offices, law enforcement agencies, and community organizations to develop, update, and disseminate educational materials to foster device-protections for survivors and service providers. Ensure that all publications and communications are culturally

responsive, trauma-informed materials. Advise program management on material and resource improvements.

10% **Reporting and Data Management:**

Develop processes and methods for tracking and entering inquiries from victims, survivors, and external agencies via the toll-free number, email, mail, and in-person regarding SB 50 Device-Protection program, enter information in the database, and ensure timely and accurate responses. Compile, maintain, and analyze statistical data on victim services provided, case outcomes, and program participation for internal reporting and compliance purposes. Contribute to the development of internal reports on the implementation of SB 50, including outcomes and key performance metrics and make recommendations to VSU management on device-protection program outcomes.

10% **Special Projects and Assignments:**

Assist in the development and implementation of special projects and tasks related to VSU's strategic initiatives, including research and grant reporting. Complete other tasks as required by the VSU Manager or DOJ leadership.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

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Employee Signature Date Supervisor Signature Date

(Rev. 09/2026)