

STATE OF CALIFORNIA
CALIFORNIA VICTIM COMPENSATION BOARD
Rev. 04/22



DUTY STATEMENT

EMPLOYEE Vacant		RPA # / JOB CONTROL # 27-011/JC-534804	
POSITION NUMBER 040-127-5157-002	CLASSIFICATION Analyst I	WORKING TITLE Custodian of Records	
DIVISION Legal	SECTION/UNIT COR & CRC	CBID R01	WWG 2
WORK DAYS Monday – Friday	WORK HOURS 8:00 a.m. to 5:00 p.m.	TENURE Permanent	TIME BASE 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 provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and certify 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) Vacant	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential job 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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RPA 27-011**GENERAL STATEMENT**

Under the general direction of the Attorney Supervisor, and Supervisor I, the Analyst I is responsible for obtaining Board restitution orders, assisting in preparing legal affidavits for restitution hearings, and responding to subpoenas and other requests for information served on the California Victim Compensation Board (CalVCB).

**PERCENTAGE
OF TIME
SPENT**
DUTIES**%****ESSENTIAL JOB FUNCTIONS**

30%

The performance of these duties must 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.

Support CalVCB's efforts to obtain the imposition of restitution in criminal matters, which includes identifying applications and claims in the Board's proprietary computer application – CaRES – for which compensation benefits have been provided; researching electronic criminal case indices to determine if criminal charges have been filed for the qualifying offense; working with CalVCB's attorneys to determine if the court has jurisdiction to impose a Board restitution order; collaborating with victim-witness advocates, deputy district attorneys, and probation officers to obtain a restitution order; maintaining and managing an electronic inventory of restitution orders; entering restitution information into CaRES; ensuring receipt of all documents relevant to restitution orders, including minute orders, abstracts of judgment, or CR-110s; and developing monthly and annual reports that will be used to identify restitution trends. Must have knowledge of statutes and case law regarding the imposition of restitution, and be able to effectively collaborate and communicate with CalVCB's legal counsel and county staff on restitution matters.

30%

Assist CalVCB's Custodian of Records (criminal) with preparing legal affidavits (also known as certifications) for presentation in restitution hearings. Such assistance may include, but is not limited to: auditing pertinent program applications and claims to ensure accuracy and compliance with statutes and regulations; communicating with internal/external staff, deputy district attorneys, defense counsel, and probation officers regarding CalVCB's program and right to restitution; collaborating with CalVCB's legal counsel to resolve legal issues presented by restitution analysts and external staff; researching application and claim files for county staff; and maintaining an inventory of certifications requested and responses submitted to be used in creating monthly and annual reports. Must have knowledge of statutes and case law regarding the imposition of restitution.

15%

Assist an Associate Governmental Program Analyst (AGPA) with analyzing all requests received by the Board pursuant to the California Public Records Act and

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	Information Practices Act. Such assistance may include, but is not limited to: creating a prompt plan of action for responding to requests, which requires timely and effective collaboration with staff in all divisions; submitting CalVCB's response to the requesting party—ensuring compliance with all statutes, regulations, and confidentiality rules governing such requests and the Board's programs; entering information regarding the requests received and responses submitted into a database; and determining the availability of monetary compensation for the production and copying of records provided and collect those fees.
10%	Assist CalVCB's Custodian of Records (civil and criminal) with analyzing and responding to properly served subpoenas requesting records maintained by the Board. Such assistance may include, but is not limited to: preparing responsive records and objections, in collaboration with staff in other divisions; reviewing records to ensure that the records requested and provided are properly redacted to protect privileged or confidential material; entering information regarding the requests received and responses submitted into a database; and determining the availability of monetary compensation for the production and copying of records provided and collect those fees.
10%	Analyze and process attorney fee verification forms (Legal Services Determination-LSD), requiring a review of the attorney fee statements, preparation of verification letters for applicants and claimants which include the applicable laws and regulations, analyze responses from applicants and claimants, draft recommended denial letters as appropriate, and manage the LSD work queue in the Board's proprietary computer application – CaRES. Consult with staff in other divisions to ensure accurate processing of LSD work items in CaRES. Update LSD correspondence, processes, and procedures as necessary. Contact applicants, claimants and attorneys for fee verification matters. Advise and train staff regarding the attorney fee verification process, procedures, and applicable laws and regulations, when appropriate and necessary.
%	<u>MARGINAL JOB FUNCTIONS</u>
5%	Completion of other duties as necessary and 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 Victim Compensation Program to be able to establish program goals/objectives, identify/resolve program issues, etc.
- 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.

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RPA 27-011**PERSONAL CHARACTERISTICS AND EXPECTATIONS**

- Demonstrated ability to act independently with open-mindedness, flexibility, tact and good judgement.
- 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, verbally and in writing, 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 and 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.
- Some carrying/moving of objects up to thirty pounds.