☐ Current
☒ Proposed

DUTY STATEMENT

1. POSITION INFORMATION

Civil Service Classification Analyst III	Working Title Workforce Development Liaison
Employee Name Vacant	Position Number 799-251-5402-xxx
Project/Division Name Operations and Program Support Division	Supervisor's Name Jonathan Robertson
Unit Click here to enter text.	Supervisor's Classification Supervisor II
Physical Work Location 925 L Street, Sacramento, CA 95814	Duties Based on: ☒ Full Time ☐ Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☒ Requires Fingerprinting & Background Check
☐ May be Required to Work in Multiple Locations
☒ Other *(specify below in Description)*

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.)*:

Position may require travel to visit various youth workforce sites.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Under the general direction of the Supervisor II, of the Operations & Program Support Division, the Analyst III, will serve as a highly-skilled independent, non-supervisory contract and project manager, performing a variety of complex business management duties, grant management, project oversight, technical assistance and procurement functions with various state, local, and community-based entities, to lead OYCRs Workforce Development youth track. These functions require a high level of interpersonal, analytical and communication skills and independence of action in carrying out the responsibility for implementation and decision-making on assigned projects. The incumbent must demonstrate good judgment, effectiveness in working with others, and proficiency using Microsoft Office applications, including Excel and PowerPoint. The liaison is expected to engage with youth, staff and executives from state, county, and community-based organizations. As a result, the Liaison must also demonstrate extreme tact, and professionalism in accomplishing their tasks

The Workforce Development youth track focuses on justice impacted youth (up to age 25), including youth on probation, youth transitioning from Secure Youth Treatment Facilities into less restrictive programs, and young people re-entering the community after their release from incarceration.

The position requires regular travel across the state to assist with the development and implementation of OYCR's workforce development initiatives. Travel may include overnight stays and may require multiple days in the field based on operational and programmatic needs.

Percentage of Duties	Essential Functions
35%	Acts as workforce coordinator and project manager directly responsible for active and on-going OYCR workforce development partnership efforts. Develops and implements monitoring processes that will be used to track and assess outcome impact due to youth participation in these workforce development efforts as well as objectives of our partnerships. Develop surveys and produce reports on project outcomes, funds expenditures, and trends across regions, demographics, and program types. Consult as a subject matter expert with CBOs, contractors, state, and local staff. Responsible for identifying areas where technical support to programs is required and initiating their creation and implementation. Encourage cooperation, initiate collaboration and facilitates team and individual training as needed. Review and evaluates application process using monitoring reports Identifies sensitive and complex workforce development issues and policies through conducting appropriate research, and provides recommendations and strategies for program problem resolution, and implements solutions within purview.

	Across CCC, Pine Grove, and County Conservation Camps The Analyst III will mitigate any deficits or barriers in the application process to the CCC by probation clients by liaising with the CCC and officials involved in the process. They act as the liaison between OYCR, CCC, Pine Grove, and County Conservation Camps as well as county staff and ensures efficient communication through regular meetings with these entities; these meetings may include discussions related to the integration progress and other related topics. The Analyst III will continuously seek process improvements by garnering feedback from clients on their camp integration experience, develop recommendations, and collaborate with OYCR leadership to refine the process. This position will provide conflict resolution by addressing and mediating concerns or conflicts between probation, youth, and their designated location to maintain adherence to the camp's system while focusing on seamless client integrations. They will create data and reporting resources – written as well as a dashboard – that require analysis, assessment, and trending of client data, application records, and includes best practices and improvement recommendations to camp leadership. The Analyst III shall collaborate with stakeholders by working hand in hand with CCC, Pine Grove, and County Conservation Camp staff to ensure the integration is acceptable and to foster feedback channels with program staff for system harmony. This position will seek continuous refinement of the process by reevaluating recruitment strategies periodically and advocating and sharing best practices for better client preparation.
30%	As OYCR's workforce development project manager, the Analyst III will have the ability to work on multi-agency projects, lead collaborative systems improvement for the various workforce development state and county agencies, research and implement innovative program supports, including mental health support, substance use disorders support, family engagement, diverse healing practices, restorative justice concepts, and gender and culturally specific interventions that complement the workforce continuum of care. The Analyst III will draw from proven and promising practices around the state that have already been shown to provide positive outcomes to help OYCR develop and implement its workforce development initiatives.
30%	The Analyst III will be responsible to establish county-based collaboratives with government and community to support the youth's success once they are released from custody and placed into one of the workforce development opportunities. They will understand all available state and county resources to meet the needs of the youth in the context of that youth's individual plan, including working with DOR, CalAIM, Medi-Cal, DSS, HCAI and other CalHHS departments and child welfare programs. The position requires the development of policies and procedures for these multi-agency efforts and leadership in identifying best practices and deciding a course of action that would best suit the multi-agency agreements and protocols. The incumbent willl facilitate communication among all stakeholders, train stakeholders on agreed-upon policies and procedures, and identify and collect meaningful data points related to these projects.
5%	**Other Duties as Required** Performs other job-related duties, special assignments, and projects as required to fulfill the mission, goals, and objectives of 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: *Click here to enter text.*

Type of Environment: a. N/A b. N/A

Interaction with Public: a. N/A b. N/A c. N/A.

5. SUPERVISION

Click here to enter text.

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

** **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**