☐ Current
☒ Proposed

DUTY STATEMENT

1. POSITION INFORMATION

Civil Service Classification Supervisor II	Working Title Section Manager
Employee Name Vacant	Position Number 799-251-4801-002
Division Name Office of Youth Community Restoration – Operations & Grant Program Support Division	Supervisor's Name Vacant
Section Community Partnerships & Equity Section	Supervisor's Classification C.E.A (Division Chief)
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.)*:

Click here to enter text.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Under the general direction of the Division Chief, Operations and Grants Program Support (CEA A), the Supervisor II manages the Community Partnerships and Equity Section's team of county expert liaisons and resource coordinators to support the section with various statutory responsibilities such as the provision of relationship building and technical assistance to CA county government stakeholders and Community-Based Organizations (CBOs). The manager also oversees both internal and external race equity capacity building initiatives and activities. Other workstream expectations include building Tribal relationships and addressing issues as they relate to youth justice, outreaching to lived experience credible messenger experts, the development of culturally specific resources to share with the counties, and a variety of contracts and initiatives to lead policy areas in both as outlined. The Supervisor II assists in the coordination of the sections' efforts to support the Office of Youth and Community Restoration (OYCR) strategic plan goals, objectives and activities. The Supervisor II provides leadership and oversight for statewide efforts related to Less Restrictive Programs (LRP), the Ending Girls' Incarceration (EGI) initiative, and the Workforce Development Initiative, Race Equity Initiatives, ensuring these priorities are embedded in county plans, technical assistance, and youth-focused programming. The Supervisor II works with the OYCR Data and Research Division to successfully review, provide approval, and assure implementation of county plans associated with providing programs for county-based custody, the Stepping Home model that includes Less Restrictive Programming, and reentry services of youth involved in the youth justice system, with a focus on applying equity principles where appropriate. The Supervisor will ensure that each county has a county fact sheet that is updated and posted on the OYCR website and will assign section staff to provide TA to specific regions of the state. The section staff are expected to be resource developers for small, medium and large counties and expected to provide TA to the county upon request and in tandem with other OYCR staff that are subject matter experts on the specific area of TA being requested. The Supervisor II supports OYCR in the implementation of Senate Bill 823, Chapter 337, and Statutes of 2020, which promotes evidence-based trauma and healing responsive, culturally respectful, and gender specific services for youth involved in the youth 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.

Percentage of Duties	Essential Functions
40%	Consults, advises, and coordinates with leadership, the maintenance, management and functioning of the Community Partnerships and Equity team, and coordinates with other stakeholders on the dissemination and awareness of a variety of approaches, solutions, and best practices to transition system involved youth from county-based custody to the community with support including to less restrictive programs with the

	appropriate care, rehabilitation, and reentry services for youth involved in the youth justice system. Identifies areas of need for technical assistance, enhanced support, funding resources available through CHHS, other grants, training, capacity-building, and other areas of improvement in individual counties and statewide. Identifies county needs related to LRP implementation, EGI-aligned practices, development of race equity initiatives in appropriate workstreams, and expansion of Workforce Development opportunities, ensuring counties receive targeted and appropriate support. Provides technical assistance to county partners and reviews and requests revision of the county plan as necessary with the purpose of achieving final acceptance and approval from the OYCR. This includes providing technical assistance on LRP requirements, supporting counties in adopting gender-responsive and EGI-aligned strategies, and facilitating partnerships that strengthen youth workforce development pipelines. Collaborate with other OYCR division staff in the planning, development, implementation and monitoring of policies and practices. Leads, directs, and cross-collaborates with leaders of other divisions to meet the strategic objectives of the OYCR. Assigns staff to attend county-based public meetings to develop relationships and to understand the needs of the county and region at least on an annual basis. This can be either in-person or virtual attendance.
25%	Initiates, maintains, and oversees OYCR and tribal relationships, pursues tribal engagement opportunities, including section participation in CalHHS led Tirbal convenings, contribute to CalHHS Tribal policies and procedures through participation in established or created workgroups, and ensure representation at meetings impacting or led by Tribes, including the State's ICWA meetings. Proactively collaborates, communicates, and consults with Division Chief, OYCR Directorate, representatives from various state and county government agencies, other state departments, the legislature, external stakeholders, youth advocates, behavioral health agencies, county juvenile justice commissions and councils, and the youth justice communities to ensure best practices are identified and implemented. Supports counties and community partners in advancing LRP program models, implementing EGI-informed practices for girls and gender-expansive youth, and expanding culturally rooted Workforce Development opportunities. Ensures positive and effective engagement, collaboration, negotiation, and communication with all local stakeholders on issues concerning implementation of the annual county plan. Facilitates attendance to at least one JCCPA JJRBG subcommittee meeting per year. Engagement strategies must promote equity for girls and gender-expansive youth, uplift community-driven workforce solutions, ensure equity practices and principles are embedded in the work, and support counties in advancing less restrictive, healing-centered youth pathways. When asked, will assist all other divisions with project and initiative completion.
20%	Leads, manages, and directs the day-to-day responsibilities of the team and in the section which includes guiding staff in integrating LRP, EGI, and Workforce Development priorities into all technical assistance, regional engagement, and county plan review responsibilities. In consultation with the Division Chief and OYCR Directorate, develops, assigns, and reviews workload of staff by providing expectations on assignments, tasks, desired outcomes, and sets priorities and deadlines in alignment with section and division priorities utilizing procedures and guidelines to meet goals and objectives. Supervises, directs, develops, and reviews the work by establishing performance expectations, promoting a results-based culture, reviewing and approving timesheets, managing staff requests, managing various schedules and maintaining adequate staffing, providing direction and information on OYCR's process. Creates opportunities for team building, develop timely performance evaluations, provides training opportunities, promotes team collaboration, and provides guidance on performance issues. Builds and maintains a work environment that supports the principles of equity, diversity and inclusion and supports the establishment of a positive work environment through staff communication opportunities and fostering a team approach within the unit and OYCR.
10%	May act on behalf of upper management in their absence by responding to internal and external requests for information through telephone, written correspondences, meetings, or email communication to maintain business functionality and to ensure operations continue. May act on behalf of upper management as required by attending meetings, speaking engagements, representing the office, making decisions, and signing documents as assigned.
5%	Completes highly complex and sensitive 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: *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

The SSM II directly supervises one Analyst III and several Analyst I/IIs.

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

☐ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	HR Analyst initials	Date approved

Reasonable Accommodation Unit use ONLY *(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:
Click here to enter text.

**** 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**