



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Criminal Justice Commission

Facility:

[X] New [] Revised

This position is:

- [] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[X] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 4
b. Classification No: X0863
c. Effective Date:
d. Position No: 0000.035
e. Working Title: JRI Program Liaison
f. Agency No: 21300
g. Section Title:
h. Budget Auth No: 001221040
i. Employee Name:
j. Repr. Code: MMN
k. Work Location (City - County): Salem - Marion
l. Supervisor Name: Paul Egbert
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [X] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [X] Administrative
o. Eligible for Overtime: [] Yes [X] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Criminal Justice Commission's purpose is to improve the efficiency and effectiveness of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning. The commission is charged with developing a long-range public safety plan for Oregon, which includes making recommendations on the capacity and use of state prisons and local jails, implementation of community corrections programs and methods to reduce future criminal conduct. The purpose of the Criminal Justice Commission Grant Program is to provide services to the Oregon criminal justice community by administering state and federal grant programs that reduce drug use and violent crime and improve the effectiveness of the criminal justice system. Improvements are made by implementing model and promising programs, testing new and innovative programs and evaluating these programs for effectiveness. Specifically, these improvements are accomplished through funding, monitoring, and evaluation of criminal justice programs that improve the quality and delivery of services to the community, victims, and program participants: Develop coordinated strategies on the use of federal dollars. Contract with an external agency to provide technical assistance to enhance the evaluation capacity of grantees and evaluate selected programs and publish results. Monitor all programs for fiscal and programmatic compliance.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Build collaborative partnerships with DOC and local public safety officials to create community safety programs.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
40%		E	JRI (Justice Reinvestment Initiative) Program Liaison: Build collaborative partnerships with the Public Safety Task Force, DOC, and other local public safety stakeholders to administer the justice reinvestment grant program. Evaluate recidivism impacts to determine the effectiveness and compliance with justice reinvestment legislation and implementation and evidence based practices; conduct site reviews; draft reports; provide technical assistance to local justice reinvestment programs; assist in conducting research into EBP and provide information on implementation and performance measures; partner with counties on fidelity studies to promote effectiveness of programs. Collaborate with DOC & CJC research to determine if justice reinvestment programs are resulting in the decrease of the county’s utilization of imprisonment at DOC and improving public safety outcomes. Track and update justice reinvestment implementation plan and system performance measures documents.
20%		E	Association & Public Safety Liaison: Act as CJC’s liaison to public safety associations to ensure efficient and effective utilization of state resources in transitioning offenders to the community for treatment and supervision; maintain oversight of re-investment allocations to counties pursuant to house bill 3194; present to stakeholder groups on implementation and performance measures of Justice Reinvestment; staff legislative committees; improve ways of getting information to county stakeholders; participate in local public safety coordinating council meetings and regional implementation committee meetings as needed.
15%		E	JRI (Justice Reinvestment Initiative) Grant Advisor: Assist CJC staff with the review of justice reinvestment grant applications and recommendations to the grant review committee; advise CJC commissioners and staff on the program and evaluate whether to find a county has made sufficient progress to warrant continuation of their grant; develop quarterly reports and data for counties on compliance, spending, audits, and performance measures; assist the CJC staff in providing technical assistance to counties on re-investment plans and requests including modifications and changes to their applications and plan; coordinate data sharing and communication; report to the legislature on this Community Safety Account.

25%		E	JRI (Justice Reinvestment Initiative) Implementation Coordinator: Lead implementation of JRI implementation plan and performance measure tracking. Manage technical assistance work internally for the agency, including IT consultant work to create data dashboards and online knowledge bank. Report to the legislature and Public Safety Task Force and subcommittees on the Justice Reinvestment Grant Program and Account both orally and written as required.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Typical office environment. Occasional in state and out of state travel required to attend meetings and conferences. May require site visits to jails, prisons and other locations which may involve encounters with individuals who are angry and potentially violent.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Federal program guidelines, laws rules and regulations
Office of the Comptroller "Financial and Administrative Guide for Grants"
Anti-Drug Abuse Act of 1988, including all revisions
Violent Crime Control Act of 1994
Oregon Revised Statutes
Oregon Administrative Rules
The Oregon Benchmark Performance Report
Federal Register, Department of Justice, Office of Justice Programs; Interim Final Rule

b. How are these guidelines used?

Source documents for policies, procedures and regulations to be interpreted and integrated into Criminal Justice Commission operations and monitor compliance with the laws and regulations of program compliance.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Federal Officials	Phone/Person/Written	Clarify federal requirements	As needed
State Agency Officials	Phone/Person/Written	Explain programs	As needed
Program Directors	Phone/Person/Written	Monitoring/Technical Assistance	As needed
Local Officials	Phone/Person/Written	Explain programs	As needed
General Public	Phone/Person/Written	Explain programs	As needed

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions include whether to recommend funding for a program; whether a program is meeting its goals, objectives, and performance measures and is effective; and whether expenditures are consistent with program purpose. Improper decisions may waste precious funds and impact Oregon's eligibility for federal funds in the future.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Operations Manager		In person, phone, email	As needed	General direction and guidance

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
----------------	------------------------------	-----------

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature Date _____ _____
Supervisor Signature Date

Appointing Authority Signature Date