



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
7/11/2024

Agency: Oregon Youth Authority

Facility/Operational Area: MacLaren/Central

☐ New

☒ Revised

This position is (Service Type):

- ☒ Classified (C)
☐ Unclassified (U)
☐ Executive Service (Z)
☐ Supervisory
☐ Non-Supervisory
☐ Management Service (X)
☐ Mgmt Svc - Supervisory (MMS)
☐ Mgmt Svc - Managerial (MMN)
☐ Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

a. Classification Title:	Program Analyst 3	b. Classification No:	C6632
c. Effective (Established) Date:		d. Position No:	2123015
e. Working Title:	Multicultural Program Coordinator (SOGIE)	f. Agency No:	41500
g. Section Title:	Office of Inclusion and Intercultural Relations	h. Budget Auth No:	000681390
i. Employee Name:		j. Union Repr. Code:	<input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input checked="" type="checkbox"/> SEIU (OAI)
k. Work Location (City/County):	MacLaren YCF / Central Support		
l. Supervisor Name:	Griselda Solano-Salinas		
m. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent <input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**: ☒ Yes ☐ No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. ☐ Yes ☒ No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

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 Office of Inclusion and Intercultural Relations (OIIR) at OYA is dedicated to developing, supporting, and providing culturally responsive and specific services to OYA youth, with a focus on youth from diverse backgrounds or marginalized populations. Their mission is to foster the growth and development of youth through culturally responsive services and advocacy. The vision is for youth to gain cultural humility and positively contribute to their communities. OIIR's approach to working with youth is grounded in their core values of equity, collaboration, youth-centeredness, and cultural competence.

To ensure youth receive culturally appropriate services, OIIR collaborates with youth, their families, staff, contractors, and volunteers to develop and deliver a range of programs. Additionally, OIIR provides interpretation and translation assistance to youth and families, supports youth empowerment programs, and coordinates speakers, educational presentations, and special events at OYA's close-custody facilities to celebrate diversity and enhance cross-cultural awareness.

OIIR works with state, local, tribal and foreign national governments, as well as community partners throughout the state. OIIR provides leadership, advocacy, and guiding principles to assist the

Oregon Youth Authority in its ongoing efforts to become a culturally responsive organization and address the complex issues of a culturally and ethnically diverse agency.

- 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:”**

The Multicultural Program Coordinator serves as the co-chair for OYA's Sexual Orientation/Gender Identification & Expression (SOGIE) Committee and the LGBTQ+ Advisory Chair. The Multicultural Program Coordinator is a member of the Office of Inclusion and Intercultural Relations (OIIR). The primary purpose of this position includes providing leadership and content expertise around the programming and cultural support needs of SOGIE youth and families served by OYA; This position focuses on providing education, advocacy, support and education for SOGIE youth. This position also focuses on establishing and maintaining collaborative relationships and developing and implementing a statewide plan to provide services to SOGIE youth in OYA close custody facilities or in the community.

The Multicultural Program Coordinator serves as the co-chair for OYA's SOGIE Committee and the LGBTQ+ Advisory Chair.

The Multicultural Program Coordinator ensures the delivery and coordination of culturally responsive services to youth and their families by providing direct service in close custody facilities and in the community, and training and developing agency staff to recognize, refer and respond to identified concerns/needs of underrepresented youth and how to best match them with resources and services.

This position requires weekly work in a close custody facility. This requires, as a primary responsibility, strict adherence by each employee to security measures to assure custody, control and supervision of youth offenders. Security and control take priority over all responsibilities. The employee in this position must be constantly vigilant and aware of potential breaches to safety or security and is required to initiate immediate and appropriate response to such breaches.

This position demonstrates commitment to understanding the importance of diversity, equity, and inclusion (DEI) and integrating DEI into decision-making, policy development, practices, processes, and how we approach our work. This position utilizes a diversity, equity, and inclusion lens focusing on creating equitable and just outcomes for all youth and staff.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

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.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
Ongoing	N	E	Diversity, Equity and Inclusion <ul style="list-style-type: none"> Practice and role model self-awareness and willingness to accept feedback about your own biases, assumptions, beliefs, emotions, and behaviors when interacting with others. Center work on equity, including decision-making at all points. Identify systemic inequities and barriers impacting equitable outcomes for youth from diverse backgrounds and marginalized groups in your program area(s) and support efforts to eliminate those barriers. Ensure diverse representation, including individuals from impacted groups, in projects and decisions. Work with the OIIR team to develop and advance DEI priorities and set up systems to address those priorities. Provide youth equitable access to support, resources, and opportunities within your program area. Create safe environments for youth and families to meaningfully engage in services.
30%	R	E	Direct Service/Youth Supervision <ul style="list-style-type: none"> Responsible for providing supervision to individual youth and groups of youth, from diverse backgrounds, in close custody facilities and community settings for youth on parole or probation. Delivers culturally responsive direct services to individual or groups of youth in close custody facilities and community settings for youth on parole or probation. Delivers culturally responsive direct service to families of youth in close custody facilities and community settings for youth on parole or probation. Assists in identifying cultural and individual needs of youth from diverse backgrounds and marginalized groups. Assists in planning and facilitating culturally specific group activities and campus events and celebrations in statewide close-custody facilities. Assists in supervision of youth participating in statewide tattoo removal services, including supervising and transporting youth in close custody facilities. Records youth attendance in individual, group and/or family cultural activities, including subject of activity and notes about specific youth participation. Observes, evaluates and records youth behavior, attitude, and performance in cultural activities. Records unusual incidents and critical events in appropriate unit/facility logs or Youth Incident Reports and notifies appropriate staff of all pertinent matters.
15%	R	E	Government Relations and External Partnerships <ul style="list-style-type: none"> Represents OYA and develop collaborative relationships with other state agencies, county juvenile departments, private organizations and partners in the area of policies and services for SOGIE youth and families and SOGIE advocacy.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Work with teams, advisory committees and groups to create safe environments for all to meaningfully engage in conversations, planning, and engage in projects. • Collaborates with community members, organizations, and other resources to coordinate the provision of mentoring, educational and cultural events for youth in OYA facilities and in the community. • Presents information about OYA and the needs of diverse youth to community groups, organizations, and conferences. • Maintains awareness of SOGIE community organizations in Oregon. • Keeps Oregon SOGIE and other communities informed about OYA programs/services. • Seeks consultations/advice from SOGIE and other diverse communities for OYA programs/services. • The Multicultural Program Coordinator serves as the co-chair for OYA's SOGIE Committee and the SOGIE Advisory Chair. • Represents OYA in developing and providing supportive projects, services and resource development for the SOGIE and other diverse communities.
35%	R	E	<p>Program Development and Coordination:</p> <ul style="list-style-type: none"> • Leads, designs and monitors the development and implementation of programs and services for SOGIE youth and families across the agency continuum. • Stay informed about the evolving standards, recommended practices, and emerging trends within the SOGIE community and make recommendations to agency leadership when policy or practice changes are needed. • Designs and modifies agency policies and procedures, using an equity lens, related to services for SOGIE youth in the custody of OYA to ensure compliance with federal government to government agreements, and to ensure the standard and quality of services across the agency continuum. • Participates in strategic planning and develops goals, action plans and program priorities for services and programs for SOGIE youth and families. • Represents OYA and develops collaborative relationships with other state agencies, county juvenile departments, private organizations and partners in the area of policies and services for SOGIE youth. • Facilitates and participates in agency initiatives and work groups charged with operational change related to service delivery to SOGIE youth and families. • Develop and employ inclusive processes, ensuring diverse representation of individuals from impacted groups. Work with groups to create safe environments for all participants to meaningfully engage in program development and decision-making. • Develop, implement and facilitate curricula for SOGIE youth that support a developmental approach and DEI perspective. • Provides technical assistance/consultation to OYA executive leadership, OYA staff, community partners and stakeholders regarding the planning and implementation of statewide policies and programs for SOGIE youth and families. • Identify systemic inequities and barriers impacting equitable outcomes for SOGIE youth; develop and implement action plans to eliminate those barriers.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Advises agency staff on strategies to improve program service equality and eliminate disparities for SOGIE in OYA custody. • Leads quality improvement efforts around services and programs for SOGIE youth and families, including collecting data regarding agency-wide service levels, making recommendations for process improvement and assisting in implementation of process improvement strategies.
10%	R	E	Technical Assistance and Consultation: <ul style="list-style-type: none"> • Provide consultation regarding selection of staff, providers, and service contractors to ensure that programs and services are culturally responsive and support diversity, equity and inclusion. • Participates in efforts to reduce racial and ethnic disparities within OYA and Oregon's juvenile justice continuum. • Supports Human Resource efforts to recruit and retain a diverse employee workforce who may identify with cultural needs of youth. • Supports agency efforts to encourage and build a diverse volunteer base to assist with multicultural services. • Monitors national research and promising programs, for SOGIE youth populations, using an equity lens, and requests consideration by administration for OYA implementation as needed. • Develops and delivers training to agency staff to increase cultural awareness, including issues specific to serving SOGIE youth and families and state and federal requirements for government-to-government relations regarding foreign nationals in OYA care and custody. • Represents OYA and OIIR as an attendee and facilitator/presenter at statewide and national conferences.
10%	R	E	Miscellaneous/Other Duties, as required <ul style="list-style-type: none"> • Serves on teams, committees, task forces and special projects or programs established by Governor's Executive Orders, federal or state legislation, interagency or intergovernmental agreements, etc. • Monitors pertinent legislation and provides detailed analysis of legislation related to SOGIE youth and family services. Prepares written testimony for agency executive staff. • Provides oral testimony to legislative committees (interim and in-session) when requested by agency executive staff. • Accompanies agency executive staff to legislative hearings to provide technical expertise and assistance in relevant program area. • Writes and revises agency administrative rule and policies resulting from statutory and policy changes.
100%			

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.

All OYA locations are tobacco free environments.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

Work in a team environment. Help promote and maintain a harmonious work environment.

Daily face-to-face contact with adjudicated youth, some of which frequently resist instruction and exhibit verbally hostile or physically assaultive behavior. May be subject to a hostage situation.

Physical exertion to subdue out-of-control, combative, belligerent, hostile youth. May require use of reasonable force (including restraint equipment) during course of duties or during disturbances or other emergencies.

Staff may have potential exposure to communicable diseases. The consistent and effective use of appropriate infection-control materials and techniques is required.

Staff is expected to be a positive example and role model for the other staff and youth. The staff is to be supportive toward OYA, Community offices within the Portland Metro area, their policies and procedures. Being a positive role model includes, but is not limited to: no excessive absenteeism, personal appearance is neat, treats all human beings with respect, is a law abiding citizen.

Each employee is to provide a positive, affirming environment which values fellow employees and the people they serve.

Will adhere to OYA Policy Memo II-D-3.4 regarding interpersonal relationships with youth.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

Frequent travel throughout the state, including overnight travel, is required on a regular basis to provide on-site program monitoring, and quality assurance reviews, attend required meetings, conferences, and make presentations. The incumbent of this position must maintain a current and valid driver license.

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.

OYA mission, vision and core values
OYA policies, procedures and local protocols
Federal rules and guidelines
Oregon Revised Statutes (ORSs)
Oregon Administrative Rules (OARs)
State of Oregon policies and procedures
Facility procedure manual and protocols
Medical procedure manual
SEIU Collective Bargaining Agreement
Intergovernmental Agreements
Contracts
OYA Performance Management System (OPMS)

b. How are these guidelines used?

Policies, rules, and statutes establish guidelines on authority to exercise supervision, direction, and control of youth in custody, including the guidelines and limits on appropriate use of force.

Manuals provide official, detailed guidance on operation routine and practice

SECTION 6. WORK CONTACTS

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

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How On
OYA Executive Leaderships Team Members (OYA Cabinet)	Person/written/phone	Advise and consult on Hispanic services, implementation and related staff and program development initiatives and services	Regularly
OIR Services	Person/written/phone	Coordinate development and implementation of Hispanic services and related staff and program development initiatives and services	Daily
Development Services Staff	Person/written/phone	Lead and coordinate development and implementation of Hispanic services and related staff and program development initiatives and services	Daily
Superintendents and Camp Directors	Person/written/phone	Coordinate work of staff providing Hispanic services; provide oversight and consultation re: development and implementation of Hispanic programs and related staff and program development initiatives and services	Weekly
Field Supervisors	Person/written/phone	Provide oversight and consultation re: development and implementation of Hispanic programs and related staff and program development initiatives and services.	Monthly
OYA Living Unit Managers, Case Coordinators, GLCs and JPPOs	Person/written/phone	Provide oversight and consultation regarding implementation of Hispanic services and related staff and program development.	Daily
Contracted Providers	Person/written/phone	Technical assistance for development and implementation of Hispanic services	Periodically
External agency partners, i.e. child-serving agencies, advocacy groups	Person/written/phone	Communicate, consult, problem-solve.	Regularly
OYA Youth & Families	Person/written/phone	Provide direct cultural support services; coordinate resources.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position participates in decisions affecting agency direction, goals, objectives, development and allocation of resources to accomplish goals around services and programs for SOGIE youth and families. Makes decisions regarding development of policies, procedures, standards and action plans related to services for SOGIE youth and families; communication regarding SOGIE youth and family programs issues and expectations. Determines or effectively recommends OYA SOGIE youth and family services policies, procedures and standards.

Leads, makes decisions and supervises SOGIE youth and family services and programs throughout OYA. In collaboration with Facility Services, Community Services and Development Services administrators, determines appropriate course of action in implementing SOGIE youth and family services, including operational/programmatic issues.

Makes recommendations for goals, objectives, development and allocation of resources to accomplish agency and Development Services-wide strategic planning goals, or significant SOGIE youth and family services programmatic changes; agency action in response to significant SOGIE youth and family program performance deficiencies.

These decisions directly affect the lives of youth and staff, youth families and support people, interns, contractors, agency stakeholders and partners, and the general public.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
OIIR Director	0795773	In person/phone/written	Quarterly and as needed	Review work/program development, communication, effectiveness, efficiency and personnel performance.

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

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

How many employees are supervised through a subordinate supervisor? _____

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

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input 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 and 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:

Understanding and knowledge of the history, traditions, and cultures of diverse groups through lived experience in order to support youth.

Ability to effectively facilitate individual, group and family cultural support services.

Knowledge of community organizations and resources for SOGIE youth and families throughout Oregon.

Ability to facilitate and support multicultural celebrations in OYA facilities.

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

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
n/a		

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