



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
11/06/2024

Agency: Oregon Youth Authority

Facility/Operational Area: Office of Inclusion and
Intercultural Relations (OIIR) - 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: C0862

c. Effective (Established) Date: 07/01/1995

d. Position No: 2123014

e. Working Title: Multicultural Program Coordinator, Black/African American f. Agency No: 41500

g. Section Title: Development Services - OIIR

h. Budget Auth No: 000715050

i. Employee Name:

j. Union Repr. Code: ☐ AFSCME (ACC)

☐ SEIU (OXNI)

k. Work Location (City/County): Salem / Marion

☒ SEIU (OAI)

l. Supervisor Name: Griselda Solano-Salinas

m. Position: ☒ Permanent

☐ Seasonal

☐ Limited Duration

☐ Academic Year

☒ Full-Time

☐ Part-Time

☐ Intermittent

☐ Job Share

n. FLSA: ☒ Exempt
☐ Non-Exempt

If Exempt: ☐ Executive
☐ Professional
☒ Administrative

o. Eligible for Overtime: ☐ Yes
☒ 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

☐ Yes ☒ No

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.

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.

OYA's Office of Inclusion and Intercultural Relations (OIIR) develops, supports, and provides culturally responsive and culturally specific services to OYA youth, with a focus on service delivery to marginalized youth populations. 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.

To help ensure youth receive culturally appropriate services, OYA's Office of Inclusion and Intercultural Relations (OIIR) works with youth, their families, staff, contractors, and volunteers to develop and deliver a range of programs. OIIR also 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 raise cross-cultural awareness.

OIIR supports youth returning to the community find culturally relevant community services to ensure all youth leaving OYA have the specific cultural supports they need to successfully reintegrate back into their communities and lead productive, crime-free lives. OIIR also works with youth that are placed on community supervision. OIIR also works with youth that are receiving services through independently living programs, BRS programs, and other individual placements. Key to providing these services are the many partnerships OYA maintains with a range of groups. Partners include the nine federally recognized tribes in Oregon, the Black/African American Advisory Committee, Latinx Advisory Committee, Native American Advisory Committee, LGBTQ and non- gender-specific advocacy groups, Asian Pacific Islander Committee, and other partners. In addition, OIIR provides ongoing trainings for staff(s), youth(s), and families. OIIR is an active member of the annual statewide Diversity, Equity, and Inclusion Conference.

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 Program Coordinator for Black/African American Services is a member of the Office of Inclusion and Intercultural Relations (OIIR). Black/African American (also referred to as Black Americans or Afro-American), ethnic group of Americans with total or partial ancestry from any of the black racial groups of the continent of Africa and the black diaspora. The primary purpose of this position includes providing leadership and content expertise around the programming and cultural support needs of African American/Black youth and families served by OYA; establishing and maintaining collaborative relationships with foreign government representatives, including several nations of Africa, in order to coordinate appropriate services for youth committed to OYA who are citizens of other nations; developing and implementing a statewide plan to provide services to Black/African American youth in OYA close custody facilities; and developing and recommending resources for Black/African American services for OYA youth placed in the community.

The African American Services Coordinator serves as the co-chair for OYA's Statewide Black/African American Advisory Committee. This position will also be an active member of the Family Advocacy Advisory Committee.

The Black/African American 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 may be responsible for ensuring agency compliance with Memorandums of Understanding and government to government agreements with other nations, also may include providing notification to foreign governments about their youth/citizens who come into OYA care and custody.

This position requires work in a close custody facility, community meeting with stakeholders, youth on community supervision, meeting with youth and family in the community. This position also works within a closed custody facility, this position requires, as a primary responsibility, strict adherence by each employee to security measures to assure custody, control and supervision of youth. 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 utilizes a diversity, equity, and inclusion lens focusing on creating equitable and just outcomes for all youth and staff.

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

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	R	E	Diversity, Equity and Inclusion <ul style="list-style-type: none">• Center work on equity, including decision-making at all points, policy development, operational practices, and resource allocation.• Practice and role model self-awareness and willingness to accept feedback about your own biases, assumptions, beliefs, emotions, and behaviors when interacting with others. Set similar expectations for those you supervise.• Identify systemic inequities and barriers impacting equitable outcomes for youth and staff, especially those from marginalized groups, in your program area(s); develop and implement action plans to eliminate those barriers.• Ensure diverse representation, including individuals from impacted groups, in projects and decisions and work together to create safe environments for those representatives to meaningfully engage.• Work with DS leadership team to develop and advance DEI priorities and set up systems of accountability.• Monitor and work toward equitable outcomes for your program area.
30%	R	E	Direct Service/Youth Supervision: <p>Responsible for providing supervision to individual youth and groups of youth in close custody facilities and community settings for youth on parole or probation.</p> <p>Delivers culturally responsive direct service to individual youth in close custody facilities and community settings for youth on parole or probation.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Delivers culturally responsive direct service to groups of youth in close custody facilities and community settings for youth on parole or probation.</p> <p>Delivers culturally responsive direct service to families of youth in close custody facilities and community settings for youth on parole or probation.</p> <p>Assists in planning and facilitating culturally specific group activities and campus events and celebrations in statewide close-custody facilities.</p> <p>Assists in supervision of youth participating in statewide tattoo removal services, including supervising and transporting youth in close custody facilities.</p>
15%	R	E	<p>Government Relations and External Partnerships:</p> <p>Acts as OYA liaison to foreign national consulates with citizens in the care and custody of OYA.</p> <p>Meets with foreign national consulate staff and regularly represents OYA at government-to-government meetings and conferences.</p> <p>Represents OYA and builds collaborative relationships with other state agencies, county juvenile departments, private organizations and partners in the area of policies and services for Black/African American youth and families.</p> <p>Work with teams, advisory committees and groups to create safe environments for all to meaningfully engage in conversations, planning, and engage in projects.</p> <p>Guides the agency in maintaining positive intergovernmental relations; enhancing the exchange of ideas and resources; resolving potential conflicts; facilitating compliance with laws, codes and statutes, including ORS 169.530, Executive Order 17-04, ORS 181A.820(2)(4), ORS 181A.820(1), ORS 171.112, United States Code 2000 (d), Title VI Civil Rights, ORS 181A.820, ORS 169.530, United States Code 1357 (d), HB 3464, SB 555, Title VIII Aliens, and Nationality, Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Federal Illegal Immigration Reform and Immigrant Responsibility Act of 1996, Article 36 Vienna Convention on Consular Relations 1963</p> <p>Drafts and maintains OYA's Memorandums of Understanding with foreign governments.</p> <p>Develops and reviews protocols and policies related to services to Black/African American youth, in consultation with foreign national consulates and African American community representatives.</p> <p>Coordinates and facilitates appropriate information sharing between foreign national consulates, courts, and OYA staff regarding youth status (including placement, education, treatment, behavior, etc.)</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Plans provide leadership, and act as spokesperson for the following:</p> <ul style="list-style-type: none"> ▪ Oregon State African American/Black Student Success Advisory Group, ▪ OYA's Black/African American Advisory Committee ▪ Portland African American Advisory Council ▪ Commission on African American Affairs ▪ Local and regional councils working on behalf of the African American communities throughout the State of Oregon <p>Assists youth and families in connecting with resources and support services related to Department of Homeland Security and Social Security Administration processes.</p>
35%	R	E	<p>Program Development and Coordination:</p> <p>Leads, designs and monitors the development and implementation of programs and services for Black/African American youth and families across the agency continuum.</p> <p>Designs and modifies agency policies and procedures, using an equity lens, regarding services for Black/African American 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.</p> <p>Participates in strategic planning and develops goals, action plans and program priorities for services and programs for Black/African American youth and families.</p> <p>Facilitates and participates in agency initiatives and work groups charged with operational change related to service delivery to Black/African American youth and families.</p> <p>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.</p> <p>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 Black/African American youth and families.</p> <p>Identify systemic inequities and barriers impacting equitable outcomes for Black/African American youth; develop and implement action plans to eliminate those barriers.</p> <p>Advises agency staff on strategies to improve program service equality and eliminate disparities for Black/African American in OYA custody.</p>

% of Time	N/R/NC	E/NE	DUTIES
			Leads quality improvement efforts around services and programs for Black/African American 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%			Technical Assistance and Consultation: Provide consultation regarding selection of staff, providers and service contractors to ensure that programs and services are culturally responsive to 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 the 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 using an equity lens, and requests consideration by the administration for OYA implementation as needed. Develops and delivers training to agency staff to increase cultural awareness, including issues specific to serving Black/African American 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.
5%	R	E	Language Appropriate Service Coordination Coordinates statewide language translation and interpretation services for youth in OYA close custody and their families. Assists with and contracts for individual languages such as Berber, Arabic, Igbo, Swahili, Hausa, Amharic, and Yoruba translation and interpretation as needed. Assists with translation for OYA documents and publications. Supports Language Assessment test for Black/African American youth in the OYA system.
5%	R	E	Miscellaneous/Other Duties, as required 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 African American 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.

% of Time	N/R/NC	E/NE	DUTIES
			<p>Accompanies agency executive staff to legislative hearings to provide technical expertise and assistance in the relevant program area.</p> <p>Writes and revises agency administrative rules and policies resulting from statutory and policy changes.</p>
100%			

SECTION 4. WORKING CONDITIONS

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

Most often working in a standard office environment. Periodic travel throughout the state, including overnight travel, to directly observe the work of staff at assigned facilities and field offices and to attend meetings and conferences.

This position is assigned to OYA Support Central in Salem, Oregon, and requires frequent statewide, including overnight travel. The incumbent of this position must maintain a current and valid driver's license.

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.

May have contact with youth and others who exhibit hostile, assaultive behavior.

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

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 and procedures

OYA case plans

Oregon Revised Statutes 420 & Oregon Administrative Rules: OAR 416-070-0010 – 416-070-0050

ORS 169.530, Executive Order 17-04, ORS 181A.820(2)(4), ORS 181A.820(1), ORS 171.112

Federal Regulations - United States Code 2000 (d), Title VI Civil Rights, OR 181.850, ORS 169.530,

United States Code 1357 (d), HB 3464, SB 555, Title VIII Aliens, and Nationality, Federal Personal

Responsibility and Work Opportunity Reconciliation Act of 1996, Federal Illegal Immigration Reform and

Immigrant Responsibility Act of 1996, Article 36 Vienna Convention on Consular Relations 1963

Civil Rights Act of 1964

Knowledge of current research literature in best practices for culturally responsive services, youth

development programming, and related staff and program development in the juvenile justice system.

b. How are these guidelines used?

These guidelines are used to ensure all state and federal requirements are met and that sound culturally responsive youth development practices are employed by the agency. Information, consultation and interpretation to all levels of staff in development, evaluation and ongoing improvement of youth, staff and program development protocols.

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
Director of OIIR	Person/written/phone	Advise and consult on Black/African American services, implementation and related staff and program development initiatives and services	Regularly
Delivery of OIIR Services	Person/written/phone	Coordinate development and implementation of Black/African American services and related staff and program development initiatives and services	Daily
Development Services Staff	Person/written/phone	Lead and coordinate development and implementation of Black/African American services and related staff and program development initiatives and services	Daily
Foreign national consulate officials	Person/written/phone	Communicate regarding foreign nationals in OYA care and custody; consult regarding services, policies and programs	As needed
Superintendents and Camp Directors	Person/written/phone	Coordinate work of staff providing Black/African American services; provide oversight and consultation re: development and implementation of Black/African American 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 Black/African American 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 Black/African American services and related staff and program development.	Daily
Contracted Providers	Person/written/phone	Technical assistance for development and implementation of Black/African American 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
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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 Black/African American youth and families.

Makes decisions regarding development of policies, procedures, standards and action plans related to services for Black/African American youth and families, communication regarding Black/African American youth and family programs issues and expectations. Determines or effectively recommends OYA Black/African American youth and family services policies, procedures and standards.

Leads, makes decisions and supervises Black/African American 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 African American 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 Black/African American youth and family services programmatic changes, agency action in response to significant Black/African American 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	To ensure programs efficiency & personnel performance

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 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 of Black/African American history, traditions, and culture and their role in supporting youth development.
- Ability to effectively facilitate individual, group and family cultural support services.
- Knowledge of community organizations and resources for Black/African American youth and families throughout Oregon.
- Ability to facilitate, coordinate, and support multicultural celebrations in OYA facilities.
- Leadership and content expertise around the programming and cultural support needs of African American/Black youth and families.

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