



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**October 2026**

**This position is:**

- ☐ Classified  
☐ Unclassified  
☐ Exempt Service  
☒ Mgmt. Svc – Supervisory  
☐ Mgmt. Svc – Managerial  
☐ Mgmt. Svc - Confidential

**Agency:** Oregon Criminal Justice Commission

**Facility:** McGilchrist House

☐ New ☒ Revised

**SECTION 1. POSITION INFORMATION**

|                                          |                                      |                              |                     |
|------------------------------------------|--------------------------------------|------------------------------|---------------------|
| <b>a. Classification Title:</b>          | <u>Business Operations Manager 3</u> | <b>b. Classification No:</b> | <u>7083</u>         |
|                                          |                                      |                              | <u>PPDB 0000035</u> |
| <b>c. Working Title:</b>                 | <u>Programs Director</u>             | <b>d. PPDB No/WD ID:</b>     | <u>WD 39016</u>     |
| <b>e. Section Title:</b>                 | <u>Programs Division</u>             | <b>f. Agency No:</b>         | <u>213000</u>       |
| <b>g. Employee Name:</b>                 | <u></u>                              | <b>h. Budget Auth No:</b>    | <u>001221040</u>    |
| <b>i. Supervisor Name:</b>               | <u></u>                              | <b>j. Repr. Code:</b>        | <u>MMS</u>          |
| <b>k. Work Location (City – County):</b> | <u>Salem - Marion</u>                |                              |                     |

|                     |                                               |                                    |                                           |                                        |
|---------------------|-----------------------------------------------|------------------------------------|-------------------------------------------|----------------------------------------|
| <b>l. Position:</b> | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Seasonal  | <input type="checkbox"/> Limited Duration | <input type="checkbox"/> Academic Year |
|                     | <input checked="" type="checkbox"/> Full-Time | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Intermittent     | <input type="checkbox"/> Job Share     |

|                 |                                            |                   |                                                           |                                  |                                        |
|-----------------|--------------------------------------------|-------------------|-----------------------------------------------------------|----------------------------------|----------------------------------------|
| <b>m. FLSA:</b> | <input checked="" type="checkbox"/> Exempt | <b>If Exempt:</b> | <input checked="" type="checkbox"/> Executive/Supervisory | <b>n. Eligible for Overtime:</b> | <input type="checkbox"/> Yes           |
|                 | <input type="checkbox"/> Non-Exempt        |                   | <input type="checkbox"/> Administrative                   |                                  | <input checked="" type="checkbox"/> No |
|                 |                                            |                   | <input type="checkbox"/> Professional                     |                                  |                                        |
|                 |                                            |                   | <input type="checkbox"/> Computer                         |                                  |                                        |

**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 mission of the Oregon Criminal Justice Commission (CJC) is to improve the effectiveness and efficiency of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning.

The primary duty of the agency is the development and maintenance of a comprehensive, long-range plan for a coordinated criminal justice system in Oregon that encompasses public safety, crime reduction and prevention, and accountability, treatment and rehabilitation for individuals involved.

The scope of this work includes:

- Analyzing crime, prison use, recidivism, and other public safety outcomes throughout Oregon
- Estimating the fiscal and racial/ethnic impact of statewide public safety legislation and initiatives
- Coordinating advisory committees and technical assistance related to criminal justice reform
- Administering federal and state grants aimed at local justice system improvements and innovations

This position is a member of the agency Executive Team and oversees the Programs Division. The Programs Division is responsible for advising local and state agencies on criminal justice policy and best practices, and administering related statewide grant programs to government and community organizations. The work conducted by this division informs and supports the development, implementation, and evaluation of related law, policy, practice, and appropriation, and impacts Oregon’s entire public safety system including local criminal and juvenile legal systems, the Oregon Judicial Department, the Oregon Department of Corrections, the Oregon Youth Authority, and community-based partners.

**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:**

Direct, manage, and evaluate Programs Division personnel, projects, policies, and budget, and oversee the administration of federal and state grant programs including the identification of program direction, scope, and resource requirements.

This position establishes agency goals, changes policy to reflect improvements suggested by research results, requires integration among agency divisions and local and state agencies, interacts with executives from criminal justice, social service, and community organizations, and represents the agency in legislative hearings, conferences, and public forums.

The incumbent will leverage their understanding of research regarding effective interventions, as well as their practical experience in both the Oregon criminal justice and behavioral health systems, to advance programs designed to improve criminal justice policy and practice through local and state level collaborative efforts.

### 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                                                                |
|-----------|--------|------|-----------------------------------------------------------------------|
| 50%       | NC     | E    | <b>Program Management</b>                                             |
|           |        |      | Plans, organizes and directs the activities of the Programs Division. |
|           |        |      | Collaborates with Executive Team on hiring division employees.        |
|           |        |      | Supervises, trains, onboards, and evaluates division employees.       |
|           |        |      | Ensures applicable federal and state laws are properly enforced.      |
|           |        |      | Creates program objectives/goals for multiagency agendas/projects.    |

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

|     |    |   |                                                                                                                                                                                                                                                                                  |
|-----|----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |    |   | Assigns projects and programmatic areas of responsibility.                                                                                                                                                                                                                       |
|     |    |   | Reviews and evaluates work methods and procedures.                                                                                                                                                                                                                               |
|     |    |   | Determines priorities and shifts resources to recognize changing agency needs.                                                                                                                                                                                                   |
|     |    |   | Develops long-term plan to improve division operations through evaluation of pending legislation and statutes.                                                                                                                                                                   |
|     |    |   | Represents the agency as a member of boards, councils, and similar groups at the national, state, and local levels at the direction of the Executive Director.                                                                                                                   |
|     |    |   | Collaborates with the Executive Team to develop and implement policies, procedures, and program priorities.                                                                                                                                                                      |
| 10% | NC | E | <b>Program Development and Administration</b>                                                                                                                                                                                                                                    |
|     |    |   | Identifies systems and barriers to providing services and collecting data.                                                                                                                                                                                                       |
|     |    |   | Determines program priorities and direction.                                                                                                                                                                                                                                     |
|     |    |   | Solves programmatic operational problems and develops options to improve operations.                                                                                                                                                                                             |
|     |    |   | Studies program operations to revise guidelines for use by other organizations to create their own policies and procedures; provides technical assistance.                                                                                                                       |
|     |    |   | Monitors and reports on grant program progress; revises program implementation as required.                                                                                                                                                                                      |
|     |    |   | Reports to the legislature as requested and accounts for activities both orally and in writing.                                                                                                                                                                                  |
|     |    |   | Develops, coordinates, and recommends program changes in response to legislation.                                                                                                                                                                                                |
|     |    |   | Identifies how service providers and communities navigate complexities of systems, programs, and rules.                                                                                                                                                                          |
|     |    |   | Seeks and proposes avenues to further social and geographic equity.                                                                                                                                                                                                              |
| 10% | NC | E | <b>Program Evaluation</b>                                                                                                                                                                                                                                                        |
|     |    |   | Evaluates program outcomes and operations through review of quarterly progress and fiscal reports to ensure programs are implemented as planned and are progressing towards their state outcomes.                                                                                |
|     |    |   | Recommends and implements modifications to program operations to support new or changing program priorities.                                                                                                                                                                     |
|     |    |   | Identifies and resolves conflicting systems in areas of shared responsibilities.                                                                                                                                                                                                 |
|     |    |   | Develops and provides program training and technical assistance to grant recipients and potential applicants as required: developing program goals, objectives, and performance measures; program standards and reporting requirements; requirements for continuance of funding. |
| 20% | NC | E | <b>Building Collaborative Partnerships</b>                                                                                                                                                                                                                                       |
|     |    |   | Develops and maintains relationships with state and local agencies, community organizations, and other partners.                                                                                                                                                                 |

|      |    |   |                                                                                                                                                                                                       |
|------|----|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |    |   | Fosters collaborative community-based projects to implement program services.                                                                                                                         |
|      |    |   | Develops and implements policies that promote effective communication and collaboration between state and local partners, and tribal governments.                                                     |
|      |    |   | Provides assistance to coordinate training of partners in cultural competency including providing effective services to tribal governments and members.                                               |
|      |    |   | Develops communication plans designed to maintain positive relationships with the public, program partners, other agencies and related service programs.                                              |
|      |    |   | Solves problems and issues by coordinating actions across organizational lines.                                                                                                                       |
|      |    |   | Facilitates conversations and builds consensus across organizations and policy areas that have historically worked independent of one another.                                                        |
| 10%  | NC | E | <b>Internal Collaboration</b>                                                                                                                                                                         |
|      |    |   | Works closely with the Executive Team to analyze policies and practices to identify barriers and fill gaps in service using information gathered through collaboration with state and local agencies. |
|      |    |   | Develops written proposals for possible innovations toward defined and specific outcomes related to public safety.                                                                                    |
|      |    |   | Develops performance measures for key activities and monitors actual results against these performance measures.                                                                                      |
| 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.**

This position works in a hybrid work environment, requiring significant use of a computer and videoconferencing, and occasional lifting of office supplies and equipment. Workload can be demanding, requiring exceptional planning and priority management. Significant evening and weekend work may be necessary, especially during legislative sessions and grant selection processes.

This position requires frequent travel on official State business. Applicant must have a valid driver license and an acceptable driving record.

#### 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.**

Department of Administrative Services (DAS) Policy, Rules and Procedures, CJC Guidelines and Policy, Oregon Administrative Rules, applicable Oregon Revised Statutes, applicable legislation related to public safety, Oregon Administrative Procedures Act, Oregon Attorney General Uniform and Model Rules, and 42 CFR and other Federal Protection Acts.

**b. How are these guidelines used?**

This position refers to the above guidelines to develop and monitor policies and standards, to ensure compliance with governing rules and regulations, as technical reference for following established industry standards and agency protocols and making decisions regarding contracts and financial agreements, and to research best practices for developing programs and writing policies and procedures.

**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? |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------|------------|
| <b>Note:</b> If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter". |                                     |                                                                                                               |            |
| Executive Director                                                                                                           | In-person/<br>virtual/phone/written | Planning, discussions, policy recommendations                                                                 | Weekly     |
| Research Director                                                                                                            | In-person/<br>virtual/phone/written | Coordination of research related to programs                                                                  | Weekly     |
| Budget and Finance Manager                                                                                                   | In-person/<br>virtual/phone/written | Coordination of contracts and policy related to programs                                                      | Weekly     |
| Agency Staff                                                                                                                 | In-person/<br>virtual/phone/written | Provide/obtain information regarding programs;<br>review/discuss legislation, policies, and agency operations | Daily      |
| Commission Chairpersons and Commissioners                                                                                    | In-person/<br>virtual/phone/written | Provide/obtain information regarding programs;<br>review/discuss legislation, policies, and agency operations | Monthly    |
| Local, State and Tribal Organizations                                                                                        | In-person/<br>virtual/phone/written | Provide/obtain information regarding programs;<br>review/discuss legislation, policies, and agency operations | Weekly     |
| Legislators and Staff;<br>Governor's Office Staff                                                                            | In-person/<br>virtual/phone/written | Provide/obtain information regarding programs;<br>review/discuss legislation, policies, and agency operations | As needed  |
| Community Partners;<br>Public Advocacy Groups                                                                                | In-person/<br>virtual/phone/written | Provide/obtain information regarding programs;<br>review/discuss legislation, policies, and agency operations | As needed  |

|                       |                                     |                                                                                                                     |           |
|-----------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------|
| Media; General Public | In-person/<br>virtual/phone/written | Provide/obtain information<br>regarding programs;<br>review/discuss legislation,<br>policies, and agency operations | As needed |
|-----------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------|

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions and recommendations made by this position impact such things as whether policy and program decisions are based on accurate and reliable information and sound judgement; opportunities to utilize new technologies; how fairly, efficiently, and effectively programs operate; and how well programs and policies facilitate the reduction of prison population impact and increase local diversion opportunities.

Poor decisions can result in:

- Partner or consumer complaints
- Complaints to the Executive Director, Legislators, or Governor's Office from those who feel they have been treated unfairly or who feel that agency programs, policies, or standards are overly restrictive or hinder transparency
- Lost or delayed opportunities
- Inefficient or ineffective use of agency, state, and federal funds and resources on policies, programs, projects, and technologies that do not achieve expected results
- Poor relationships with partner groups and other organizations with whom the agency or state must build partnerships
- Legal appeals or challenges from organizations, partners, or businesses who feel decisions were made unfairly

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

| Classification<br>Title | Position<br>Number | How | How Often | Purpose of Review |
|-------------------------|--------------------|-----|-----------|-------------------|
|-------------------------|--------------------|-----|-----------|-------------------|

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

|             |                          |                                                                                                      |                         |                                         |
|-------------|--------------------------|------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------|
| Agency Head | PPDB 0000001<br>WD 26098 | Routine observations; in-person or virtual meetings; formal and informal assessment of work products | Routinely and quarterly | Performance accountability and feedback |
|-------------|--------------------------|------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------|

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

- a. How many employees are directly supervised by this position? 13
- 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 checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

This position manages critical agency partnerships and complex statewide programs and must exercise service-oriented leadership to ensure organizational integrity, stewardship, impartiality, equity, collaboration and adaptability.

The incumbent must have professional-level experience with:

- Building relationships with internal and external public safety and community partners, with an emphasis on working cooperatively with parties that may have competing priorities and perspectives.
- Working in criminal justice or juvenile justice sectors, or intersections between these systems and the behavioral health system.

The incumbent must be able to apply professional-level knowledge in:

- Criminal or juvenile justice systems
- Grant management principles, including process development and implementation, evaluation techniques, and compliance monitoring.
- Public administration and strategic planning.

The incumbent must demonstrate:

- Strong public relations and partnership-building skills.
- Excellent listening, verbal, and written communication skills, with the ability to understand varying needs and perspectives.
- Ability to effectively prioritize, plan, and manage multiple projects under tight deadlines while ensuring timely milestones and adherence to legislative intent, statute, and regulations.

The incumbent must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility.

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

| Operating Area | Biennial Amount (\$00000.00) | Fund Type               |
|----------------|------------------------------|-------------------------|
| All            | \$25,000.00                  | General and Other funds |

**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