



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
March 2026

This position is:

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

Agency: Oregon Criminal Justice Commission

Facility: McGilchrist House

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Operations & Policy Analyst 4</u>	b. Classification No: <u>0873</u>
	PPDB 0000080
c. Working Title: <u>Criminal Justice Policy Advisor</u>	d. PPDB No/WD ID: <u>WD 127624</u>
e. Section Title: <u>Director's Office</u>	f. Agency No: <u>21300</u>
g. Employee Name: _____	h. Budget Auth No: <u>1440791</u>
i. Supervisor Name: <u>Ryan Keck (Interim)</u>	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Salem – Marion</u>	

I. Position:	☒ Permanent	☐ Seasonal	☐ Limited Duration	☐ Academic Year
	☒ Full-Time	☐ Part-Time	☐ Intermittent	☐ Job Share
m. FLSA:	☒ Exempt	If Exempt:	☐ Executive/Supervisory	n. Eligible for Overtime:
	☐ Non-Exempt		☒ Administrative	☐ Yes
			☐ Professional	☒ No
			☐ 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 established within the Director's Office to lead strategic initiatives and activities of the agency established in ORS 137.656 and 137.667, including the development and maintenance of statewide criminal justice policies, the administration of the Oregon Sentencing Guidelines, and the coordination of agency rulemaking related to criminal justice.

- 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 primary purpose of this position is to serve as the agency's lead expert on sentencing and criminal justice policy by directing statewide policy development, rulemaking, and legislative analysis; advising the Executive Director; and managing strategic initiatives that ensure the agency fulfills its statutory responsibilities and adapts to changes in Oregon's criminal justice system

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
45%	N	E	Policy Advice
			Serve as a principal advisor to the Executive Director and key advisor and subject matter expert on criminal justice policy development and planning related to Sentencing Guidelines for existing and including new crimes created.
			Coordinate review of Oregon Sentencing Guidelines by leading the rules advisory committees for revising and establishing new agency administrative rules relating to agency operations and Oregon Sentencing Guidelines. Develop, maintain and coordinate a master review schedule for ensuring regular review of agency administrative rules relating to agency operations and Oregon Sentencing Guidelines.
			Serves as a principal advisor to the Executive Director and Commission Chairperson on administrative rulemaking, interpretation of statute and administrative rules, and other areas requiring legal and/or technical expertise.
			Stay apprised of changes in the criminal legal system including but not limited to sentencing reform and new crimes created.
			Coordinate the development of statewide strategic plans and policies related to Oregon's criminal justice system.
			File public notice of new and revised agency administrative rules relating to agency operations and Oregon Sentencing Guidelines.
			Conduct public hearings related to new and revised agency administrative rules relating to agency operations and Oregon Sentencing Guidelines.
			Make recommendations to executive leadership on establishing, amending or repealing agency administrative rules relating to agency operations and Oregon Sentencing Guidelines.
			Draft new and revised agency administrative rules and present to the Commission for approval.
			File new and revised agency administrative rules relating to agency operations and Oregon Sentencing Guidelines with the Secretary of State's Office.

			Ensure agency administrative rules are adopted in accordance with the Administrative Procedures Act, Attorney General Uniform and Model rules, Secretary of State's Office rules, and Oregon laws relating to rule authority.
			Deliver training to agency staff and JJPC members on administrative rulemaking processes.
			Serve as principal advisor to the Executive Director on criminal justice policy development and planning.
			Advise executive leadership on policy changes and initiatives created by legislation, litigation, rulemaking or other processes.
			Provide overall leadership and direction for the strategic planning of the Oregon Sentencing Guidelines, representing the agency's interests by taking or effectively recommending discretionary actions that align committees and task forces with the agency's mission, values and policies.
			Advise executive leadership on existing federal and state law, administrative rules and regulations, policies and processes relating to the criminal justice system interventions and sentencing policy.
			Establish and maintain effective working relations with policy advisors, state agencies, legislators, local and tribal governments, advocate groups, and partner organizations.
			Facilitate Commission meetings and subgroups in support of policy planning efforts, building needed consensus and external constituency in assuring appropriate rule, policy and procedural content.
			Lead multi-agency committees, task forces or workgroups to identify criminal justice policy needs, recommendations, or best practices.
			Lead efforts with other state agencies and local partners to develop policy change initiatives.
			Implementing and maintaining agency and commission policies, administrative rules, and communications procedures in accordance with state law.
20%	N	E	Legislative Coordination
			Represent the agency and Commission in legislative workgroups and other collaborations with state and national entities to create or revise legislation relating to criminal justice.
			Make recommendations to executive leadership and Commission on the implementation of proposed or established criminal justice legislation.
			Track and analyze proposed or established legislation for impacts to Oregon's criminal justice system, sentencing guidelines, agency administrative rules and other initiatives.
			Make recommendations for agency legislative concepts or policies related to criminal justice.
			Draft, edit and publish agency legislative reports as required by statute.
			Draft legislative concepts related to criminal justice policy and agency priorities.
			Draft, edit and approve analyses of policy and/or fiscal impacts of proposed legislation to the agency.
			Provide oral and written testimony to the legislature and other public bodies related to criminal justice policy, Oregon Sentencing Guidelines, agency priorities and impacts of proposed legislation.
			Deliver training to agency staff and commissioners on legislative processes.
			Preparing legislative proposals and reports based on data-driven and qualitative analyses of justice system interventions.
			Representing the agency on state and national committees that develop policies and legislation to improve outcomes for justice-involved individuals.
15%	N	E	Systems and Organizational Improvement

			Identify criminal justice policy needs independently or in consultation with commissioners, executive leadership, external partners, committees, or task forces.
			Identify laws, rules, regulations and/or policies that may require modification to implement changes in criminal justice policy.
			Conduct comprehensive research of existing federal and state law, administrative rules and regulations, policies and processes to direct agency operations.
			Conduct studies to evaluate sentencing practices designed to address the needs of communities, victims and justice-involved individuals.
			Collaborate with other states, federal agencies, academic institutions, and national non-profit organizations on resources, programming, and best practices for criminal justice system interventions.
			Analyze available national and state research, data and information related to criminal justice system interventions and sentencing policy.
			Coordinate with other state agencies and local partners to collect, analyze, and communicate policy and budgetary information.
			Draft, edit and publish agency legislative reports as required by statute.
			Present agency findings, reports, and recommendations to the Governor's Office, legislature, and other local, state or national organizations to inform criminal justice policy development and planning.
			Represent the agency and Commission on state and national committees that develop policies and legislation to improve outcomes for justice-involved individuals.
			Develop and maintain standards for policy writing, content and format, and deliver associated training to agency staff.
			Finalize and approve dissemination plans for agency publications relating to criminal justice.
			Collect and evaluate statewide data and information on criminal justice sentencing, interventions or practices in Oregon to guide agency strategic planning and decision-making.
			Coordinate research activities with other agencies to ensure alignment with established policies, objectives, program priorities and applicable laws, rules and regulations.
			Ensure all collected data is secure, confidential, and protected from unauthorized disclosure.
15%	N	E	Project Management
			Facilitate process improvement projects at the direction of executive leadership.
			Develop and write reports for publication on criminal justice system interventions and associated evaluations of public safety outcomes and racial disparities.
			Plan, implement, and monitor statewide policies and best practice standards for improving criminal justice system interventions.
			Present findings and activities at state and national conferences relating to criminal justice.
			Provide direct oversight of the design and management of internal management systems for rule and policy development that ensure proper approval, development of implementation plans, and review of fiscal impacts.
			Leads technical reviews of agency operations to evaluate compliance with administrative rules and policies.
			Collaborate with internal and external partners to solicit feedback on improving agency operations.

			Advise executive leadership on benefits and risks of various changes to organizational policies and procedures.
			Collaborate with executive leadership, the Governor's Office, legislators, and local, state or national organizations on the scope, goals, and desired outcomes of projects relating to criminal justice.
			Develop project budgets, projections, timelines, and deliverables for professional service contracts associated with agency operations.
			Engage with the Governor's Office, legislative leadership, state agencies and local partners to make appointments to the Commission and other statewide committees and task forces.
			Coordinate with executive leadership to support agency public affairs and communications, including responding to inquiries such as sensitive public records requests, making media statements, and developing outreach strategies such as educational campaigns, advertising, promotional events, and publications.
			Represent the agency, and its programs and policies, in settings ranging from national forums to interagency committees, public groups and the media.
5%	N	NE	Other Duties as Assigned

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 typical office environment, with occasional lifting of office supplies and equipment. The majority of the workday is spent at a computer.

Workload can be demanding, requiring priority management. Significant weekend and evening work may be necessary, especially for project deadlines and legislative work.

Intra and interstate travel may be required 15-20% of the time in all types of weather.

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 criminal justice, Oregon Administrative Procedures Act, and Oregon Attorney General Uniform and Model Rules.

- b. How are these guidelines used?**

This position refers to the above guidelines to ensure compliance with governing rules and regulations, operating policies and procedures, and as technical references for following established industry standards and agency 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?

Who Contacted	How	Purpose	How Often
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Executive Director; Executive Leadership	In-person/virtual/phone/written	Provide/obtain information; policy recommendations and strategic planning; review/discuss legislation, policies, and agency operations	Daily
CJC Chairperson and Commissioners	In-person/virtual/phone/written	Provide/obtain information; policy recommendations and strategic planning; review/discuss legislation, policies, and agency operations	Weekly
Agency Staff	In-person/virtual/phone/written	Provide/obtain information; review/discuss legislation, policies, and agency operations	Daily
Local, State and Tribal Organizations	In-person/virtual/phone/written	Provide/obtain information; review/discuss legislation, policies, and agency operations	Weekly
Legislators and Staff; Governor's Office Staff	In-person/virtual/phone/written	Provide/obtain information; review/discuss legislation, policies, and agency operations	As needed
Consulting/Research Firms; Academic Institutions	In-person/virtual/phone/written	Provide/obtain information; review/discuss legislation, policies, and agency operations	As needed
Community Partners; Public Advocacy Groups	In-person/virtual/phone/written	Provide/obtain information; review/discuss legislation, policies, and agency operations	As needed
Media; General Public	In-person/virtual/phone/written	Provide/obtain information; review/discuss legislation, 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.

The position will make decisions necessary for the independent planning, implementation and evaluation of operations conducted by the agency. Specifically, based on the expertise of the incumbent within this position, the incumbent will have authority over the development and establishment of policy and procedural changes at the agency, multi-agency, and state levels, including but not limited to:

- Administering the Oregon Sentencing Guidelines to establish and revise presumptive sentence terms for criminal offenses.
- Representing the agency's interests by taking or effectively recommending discretionary actions that align multi-agency and state-level committees with the agency's mission, values and policies.
- Implementing and monitoring statewide policies and best practice standards for improving criminal justice system interventions.
- Representing the agency and Commission in legislative workgroups and other collaborations with state and national entities to create or revise legislation relating to criminal justice.

Analysis and recommendations for improvements in law, policy, practice and appropriation to improve public safety outcomes and criminal system disparities throughout Oregon is not limited to the agency. Areas impacted by decisions of this position include other State Agencies involved in sentencing within the state system from the Circuit Court, prosecutors, probation officers, etc.

The incumbent is also responsible for decisions concerning strategies to mitigate potential risk to the agency and Commission, as well as the scope, timelines and required resources for statewide projects.

The incumbent is also responsible for the communication of agency operations to a wide variety of external audiences, ranging from lay persons to experts, such as the public at large, media, legislators and legislative committees, high-level state or federal agency personnel, and the Governor's Office.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Head	000000039016	Routine observations; in-person or virtual meetings; formal and informal assessment of work products	Routinely and quarterly	Performance accountability and feedback

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?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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:

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

- The principles of criminal law, sentencing policy, and criminal justice systems;
- The principles of administrative law, public meeting laws, and rulemaking;
- The Oregon legislative process, public administration, and how to apply statutory and regulatory frameworks to the operations and compliance outcomes of an executive branch, public-facing agency.

The incumbent must demonstrate strong public relations skills; excellent listening, verbal and written communication skills, with the ability to understand varying needs and perspectives.

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
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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 <i>Ryan Beck</i>	Date <i>7/22/26</i>	Supervisor Signature	Date
Appointing Authority Signature	Date		