



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
**04/08/2026**

**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: Program Analyst 3 b. Classification No: C0862

c. Working Title: Grant Coordinator d. PPDB No/WD ID: TBD

e. Section Title: Programs f. Agency No: 21300

g. Employee Name: \_\_\_\_\_ h. Budget Auth No: TBD

i. Supervisor Name: Keck, Ryan j. Repr. Code: UA

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

l. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year  
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

m. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☐ Executive/Supervisory ☒ Administrative ☐ Professional ☐ Computer  
n. Eligible for Overtime: ☐ Yes ☒ No

**SECTION 2. PROGRAM AND POSITION INFORMATION**

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

The 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 CJC's 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, Oregon Judicial Department, Oregon Department of Corrections, 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:**

Develop, administer, and evaluate statewide criminal justice grant programs by conducting analyses, establishing program standards, determining eligibility and compliance, and advising agencies on best practices to improve public safety outcomes across Oregon.

This includes planning, conducting and reporting on comprehensive analyses related to the distribution and use of grant funds and their effect on public safety outcomes impacting local and state criminal justice systems in Oregon. The types of analyses managed by this position include:

- Adherence to national or state standards for justice system interventions.
- Resource allocation and cost-benefit analyses of justice system interventions.
- Analyses of trends in criminal offending, incarceration, access to rehabilitative services, and recidivism.

**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                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------|--------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i> |        |      |                                                                                                                                                                                                                                                                                                       |
| 15%                                                                                                                          | N      | E    | <b>Program Development</b>                                                                                                                                                                                                                                                                            |
|                                                                                                                              |        |      | Consult with internal and external partners to assess needs and priorities related to new or existing grant programs.                                                                                                                                                                                 |
|                                                                                                                              |        |      | Lead multi-agency committees and/or workgroups to identify best practices and outcome metrics for grant program objectives.                                                                                                                                                                           |
|                                                                                                                              |        |      | Utilize established or emerging evidence to develop requirements and standards related to eligibility, efficacy and performance for grant-funded initiatives that impact the ability of government and/or community-based organizations to implement or sustain local criminal justice interventions. |
|                                                                                                                              |        |      | Advise on the development of formulas for distributing grant funds and present results to executive leadership, commissioners, and external partners.                                                                                                                                                 |
|                                                                                                                              |        |      | Determine the scope, priorities, and timeline for the development of grant solicitation and application documents.                                                                                                                                                                                    |
|                                                                                                                              |        |      | Draft and revise grant solicitation and application documents in accordance with federal and state requirements, program objectives, committee feedback, and agency best practices.                                                                                                                   |
|                                                                                                                              |        |      | Prepare grant solicitation and application documents for committee review.                                                                                                                                                                                                                            |
|                                                                                                                              |        |      | Determine the scope, priorities, and timeline for the analysis of grant applications.                                                                                                                                                                                                                 |

|     |   |   |                                                                                                                                                                                                                              |
|-----|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |   |   | Develop and implement processes to objectively assess the eligibility and quality of grant applications based on program objectives and grant requirements.                                                                  |
|     |   |   | Determine the scope, priorities, and timeline for grant progress and compliance reporting.                                                                                                                                   |
|     |   |   | Develop and implement processes to objectively assess the progress and compliance of grant recipients based on federal and state requirements, program objectives, committee directives, and agency best practices.          |
|     |   |   | Advise local and state agencies, tribal governments, community organizations, and external partners on grant requirements and best practices for program implementation.                                                     |
|     |   |   | Advise on the design of grant progress and compliance reporting tools and forms in accordance with federal and state requirements, program objectives, committee directives, and agency best practices.                      |
|     |   |   |                                                                                                                                                                                                                              |
| 30% | N | E | <b>Program Administration</b>                                                                                                                                                                                                |
|     |   |   | Oversee progress of grant applications received and identify outreach needed.                                                                                                                                                |
|     |   |   | Create and update content and materials for grant webpages.                                                                                                                                                                  |
|     |   |   | Develop and deliver webinars related to grant application processes.                                                                                                                                                         |
|     |   |   | Prepare and present updates on grant application processes to executive leadership, commissioners, and external partners.                                                                                                    |
|     |   |   | Analyze grant applications and determine eligibility and quality in accordance with federal and state requirements, committee directives, and agency best practices.                                                         |
|     |   |   | Advise applicants on identified application issues related to program objectives and grant requirements.                                                                                                                     |
|     |   |   | Prepare and present the results of grant application analyses to executive leadership, commissioners, and external partners.                                                                                                 |
|     |   |   | Lead multi-agency committee and Commission meetings to determine grant awards in accordance with federal and state requirements, program objectives, and agency best practices.                                              |
|     |   |   | Prepare and present the results of grant award processes to executive leadership, commissioners, and external partners.                                                                                                      |
|     |   |   | Review grant award documents for accuracy.                                                                                                                                                                                   |
|     |   |   | Develop and deliver webinars related to grant progress and compliance reporting procedures.                                                                                                                                  |
|     |   |   | Analyze grant recipient progress and determine compliance in accordance with federal and state requirements, committee directives, and agency best practices.                                                                |
|     |   |   | Conduct site visits and other outreach to monitor the progress and compliance of grant recipients.                                                                                                                           |
|     |   |   | Advise recipients on identified issues related to grant progress and compliance.                                                                                                                                             |
|     |   |   | Prepare and present updates on grant progress and compliance to executive leadership, commissioners, and external partners.                                                                                                  |
|     |   |   | Independently plan, conduct and report on comprehensive analyses related to the distribution and use of grant funds and their effect on public safety outcomes impacting local and state criminal justice systems in Oregon. |
|     |   |   | Work with grant recipients to establish, monitor and adjust program operations that adhere to grant requirements and align with best practice standards or priorities.                                                       |

|      |    |    |                                                                                                                                                                                                                    |
|------|----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |    |    | Work with grant recipients to establish, monitor and adjust funding budgets that adhere to grant requirements and align with best practice standards or priorities.                                                |
| 20%  | N  | E  | <b>Program Evaluation</b>                                                                                                                                                                                          |
|      |    |    | Evaluate statewide grant program outcomes to identify effective justice system interventions or practices.                                                                                                         |
|      |    |    | Advise local and state agencies, tribal governments, community organizations, and external partners on the development and implementation of best practices for justice system interventions.                      |
|      |    |    | Develop and write reports for publication, including reports to the Legislative Assembly in the manner described in ORS 192.245, on grant program activities and associated evaluations of public safety outcomes. |
|      |    |    | Review publication dissemination plans for accuracy.                                                                                                                                                               |
|      |    |    | Advise on the evaluation of agency grantmaking procedures.                                                                                                                                                         |
|      |    |    | Collaborate with internal and external partners to solicit feedback on improving grantmaking procedures.                                                                                                           |
| 30%  | N  | E  | <b>Building Collaborative Partnerships</b>                                                                                                                                                                         |
|      |    |    | Provide consultation and technical assistance to grant applicants related to program objectives and grant requirements.                                                                                            |
|      |    |    | Provide consultation and technical assistance to grant recipients related to criminal justice policy or best practices, program objectives, and grant requirements.                                                |
|      |    |    | Serve as liaison with local and state agencies, tribal governments, community organizations, external partners regarding grant programs and related criminal justice policy.                                       |
|      |    |    | Provide positive guidance and support to staff in planning and completing grant-related tasks.                                                                                                                     |
| 5%   | NC | NE | <b>Other Duties as Assigned</b>                                                                                                                                                                                    |
| 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.**

Duties are performed in a hybrid work environment. This position requires significant use of a computer and videoconferencing. While in the office, there is a shared office design resulting in on-going audible distractions. This position requires the ability to work for extended times at a computer terminal with frequent use of common office technology, including phones, computers, and copy machines. Work includes long periods of remaining stationary. There are frequent short deadlines and timeframes for vacations may vary due to these deadlines. Occasional travel for meetings may be required and working more than normal duty hours.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be always maintained. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of many tasks.

## 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, governmental best practice publications (e.g., BJA, NIJ) regarding public safety, criminal and juvenile justice, and related topics.

- 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 |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------|-----------|
| <b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter". |                                 |                                                                                                                |           |
| Agency Staff                                                                                                                 | in-person/virtual/phone/written | Provide/obtain information; review and discuss grant processes, funds, and evaluations.                        | Daily     |
| Programs Director                                                                                                            | in-person/virtual/phone/written | Coordination of grant programs; review and discuss grant processes, funds, and evaluations.                    | Daily     |
| Agency Director                                                                                                              | in-person/virtual/phone/written | Planning discussions; policy recommendations                                                                   | As needed |
| Local and State Agencies                                                                                                     | in-person/virtual/phone/written | Provide/obtain information; review and discuss grant processes, funds, and evaluations.                        | Weekly    |
| Legislature and Staff; Governor and Staff                                                                                    | in-person/virtual/phone/written | Provide/obtain information; review and discuss grant processes, funds, and evaluations; policy recommendations | As needed |
| Media; General Public                                                                                                        | in-person/virtual/phone/written | Provide/obtain information; review and discuss grant processes, funds, and evaluations.                        | 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 to the independent planning and implementation of comprehensive analyses related to statewide grant funding and public safety outcomes within the state of Oregon. Specifically, this position will have authority over decisions related to grant application eligibility and quality, grant recipients' compliance with federal and state requirements, and evaluations of justice system interventions conducted by local and state agencies and community partners. This decision-making affects resource allocation, program sustainability, and operational practices for such agencies. The position is also responsible for decisions on the development of requirements and standards related to eligibility, efficacy and

performance for grant-funded initiatives, as well as decisions concerning the creation of reports that include local and state implications of findings and best practices for justice system interventions.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

| Classification Title                          | Position Number  | How                                                                                                  | How Often               | Purpose of Review                       |
|-----------------------------------------------|------------------|------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------|
| Business Operations Manager 3 / Agency Head 6 | WD# 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?
- |                                                  |                                                                   |
|--------------------------------------------------|-------------------------------------------------------------------|
| <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 & 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 demonstrate a working knowledge of criminal justice systems and public administration.

The incumbent must demonstrate strong customer service 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 |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------|
| <b>Note:</b> If additional rows of the below table are needed, place curser 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

*Ryan Beck*

Appointing Authority Signature

Date

8/5/26

Date

Supervisor Signature

Date