STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Youth Authority

Facility/Operational Area: Central Office - Business Services - Information Services

☒ 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: Operations and Policy Analyst 2

b. Classification No: C0871

c. Effective (Established) Date:

d. Position No:

e. Working Title: CJIS Analyst

f. Agency No: 41500

g. Section Title: Information Services

h. Budget Auth No:

i. Employee Name: Vacant

j. Union Repr. Code: ☐ AFSCME (ACC) ☐ SEIU (OXNI) ☒ SEIU (OAI)

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

l. Supervisor Name: Aparna Thomas

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.

Information Services (IS) exists within the Business Services Division of OYA. Our department is tasked with the responsibility of leveraging data and technology in support of OYA's mission. IS also develops and manages the Juvenile Justice Information System (JJIS), which is an integrated statewide case management information system used by OYA staff, OYA's contracted residential care provider system, and 36 county juvenile departments. JJIS information is critical to OYA, our county partners, Oregon's juvenile justice policymakers, administrators, direct service staff, data analysts, and researchers. The IS Unit adheres to a clear set of guiding principles that emphasize quality service, professionalism, secure data, application of best practices, and diversity, equity, and inclusion (DEI).

Information Services' goals are to:

1. Design and implement information systems required to support OYA business processes effectively.
2. Ensure OYA staff have appropriate equipment, software, and other tools in a secure and reliable environment to perform their jobs efficiently and effectively.
3. Provide reliable and consistent data in support of informed decision-making related to youth services and agency management practices. and

4. Develop a professional and skilled information resource management workforce within OYA that is proficient in the management of data, the application of information, and the use of current technology.

The Information Services (IS) Unit includes the office of the Chief Information Officer, Application Development, Technical Services, and Business Integration teams.

The Office of the Chief Information Officer provides strategic and operational planning for Information Technology (IT) services for OYA. The team works with executive leadership and the IT Governance Committee to set the direction and priorities for IS to support the agency's goals and operations.

The Application Development Team manages the design, development, and implementation of the Juvenile Justice Information System (JJIS). The team collaborates with OYA and all statewide partners to continue enhancing JJIS and provide a foundation for future capabilities. Additionally, the team maintains Oracle and Microsoft databases, a data warehouse and reports environment.

The Technical Services Team maintains and supports the data technology infrastructure of the agency. Technical Services ensures that OYA staff have the necessary information technology tools and infrastructure necessary to carry out the agency's mission.

The JJIS Business Integration Team (BIT) supports approximately 2,500 JJIS users in 80 sites around the state and enhances JJIS data quality through training, business analysis, and responding to user help requests—the JJIS BIT also partners with JJIS developers to update and integrate JJIS software features.

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:"

This primary purpose of this position is to support the continued improvement of program operations and systems development for the implementation and administration of JJIS and other CJIS data systems in accordance with law, administrative rules, and business processes.

This position is responsible for identifying and analyzing policy, operations, and system needs and development of policy, operations, and system training and informational materials.

The position will work primarily with the Information Services team. This position will work with policy and research analysts, business analysts, and program area managers and leads as well as with JJIS team members in other sections and program leadership.

• Analyze functions of the technology systems based on policy, operations, business processes, and performance indicators to identify and recommend system development needs.
• Develop operations and system materials, including standard operating materials, training materials, policy guidance, and support research and policy analysts in development of such materials.
• Participate as a policy and administrative expert in the developing, testing, implementation, and compliance with regulations of CJIS data within technology systems.
• Research various laws (state, federal, and case law), programs, studies, and data sources to guide operations and system development and implementation, including on equity impacts.
• Prepare and present highly complex technical information related to CJIS data to the program, team members in other sections and program leadership, and internal and external partners, including the public.
• Serve as a point of contact for CJIS policy and process questions.
• Assist agency leadership in the implementation and administration of the CJIS data programs, policies, procedures, and compliance measures.

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
45%	N	E	**Systems and Process Support** Identifies and communicates process needs and revisions to implement CJIS policies and maintain compliance. Creates, reviews, and revises process materials. Analyzes processes, policies, and programs to determine impact related to CJIS data and communicates required changes to systems or processes to implement and administer changes to maintain compliance with federal law. Recommends process changes or improvements to meet program operating needs. Revises existing operational processes documents to match process changes. Analyzes data related to CJIS data, makes recommendations for efficient analysis and safeguarding the information. Analyzes business needs and identifies requirements to implement policy, procedures, and security measures. Evaluates and documents CJIS data business processes; assesses business models and their integration with current and future system technologies. Reviews existing or proposed activities for effectiveness, efficiency and conformity to established guidelines. Testing system programming changes and verifying those changes in production.
20%	N	E	**Research; Policy Analysis and Development** Researches, monitors, and examines CJIS compliance laws, policies, standards, and practices of both private industry and public agencies. Analyzes reports and study data and prepares briefings and reports with recommendations for actions and issues to address. Identifies and communicates policy needs and revisions, including research and drafting of administrative rules and legislative concepts.

% of Time	N/R/NC	E/NE	DUTIES
			Conducts evaluations of program effectiveness. Creates or revises policy guidance and materials. Recommends policy positions and necessary actions to implement policy. Drafts and amends CJIS compliance related letters, forms, and published materials. Assists in the division's analysis and response to technical questions concerning CJIS data received from within and outside the department. This includes response for inquiries to the Enterprise Information Services, the agency Director, or external partners utilizing JJIS system. Interprets and provides technical explanation of new laws, existing laws, and department policies concerning CJIS data to the public, department managers and staff, and external partners.
20%	N	E	**Project Management and Policy Coordination** Supports the division's administrative rule process around CJIS data. Plans and coordinates areas of policy and process development, including tracking of work items, compliance and reportingupdates, in collaboration with business analysts and other policy and research analysts. Supports the organization of the assigned section in Information Services, such as planning and facilitation of CJIS related meetings, file management, and recordkeeping. Plans, organizes, implements, directs or contributes to the development of agency, division, and team projects using accepted project management techniques. Conducts or coordinates special projects related to CJIS data evaluation, compliance, training, and protection which are of a non-recurring nature.
10%	N	E	**Training Support and Liaison** Serves as a representative of the Information Services unit for CJIS data to other organizations. Attends and serves as a CJIS resource and program representative on various other agency projects or one- time meetings. Supports division and agency learning & development and business areas with training material review and support.
5%	N	E	Other Duties as assigned
Ongoing	N		**Use the Equity Lens** Demonstrate commitment to understanding, identifying, and eliminating systemic barriers and processes that harm individuals and particularly marginalized people in actions and communications. Utilize OYA's equity lens process for analyzing the impact of the design and implementation of projects, practices, and decision-making authority on under-served and marginalized people and groups of people. Upon determining who is impacted, include representatives from affected peoples in decision-making.

% of Time	N/R/NC	E/NE	DUTIES
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 is hybrid, with some in office days and the remaining days remote. The position can be fully in the office if preferred or conditions for remote work are not met. The number of days in the office will increase during certain periods of implementation when more in person work is required. Work often involves multitasking, short timelines, strict deadlines, and the need to deal with conflicting priorities. Specific job assignments may change from day to day, as well as some assignments may be performed daily, as needed. Flexibility and adaptability are needed as work assignments may change before tasks are completed; interruptions in work tasks occur daily. Requires the ability to work and make decisions independently in accordance with established guidelines, as well as collaborate and work on a team. The position may require long periods of sitting, standing, and using a keyboard for word processing. Business needs require frequent communication by telephone, email, telecommunications applications, and in person. These working conditions are experienced daily. On days in the office, duties are performed in an open office environment with cubicles and audible distractions Occasional driving and air travel may be necessary to attend training or conferences related to CJIS data policy administration.

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.

Federal rules, regulations and statutes related to the Oregon Youth Authority;
- Oregon Revised Statues;
- Oregon Administrative Rules;
- Legislative Direction;
- Governor's Executive Orders;
- EIS policies, processes, quality control standards and stage gate requirements;
- Collective Bargaining Agreements;
- Department of Administrative Services policies, protocols and procedures;
- Oregon Youth Authority policies, procedures, standards, methodologies, guidelines and strategic plans.
- Oregon Accounting Manual & Public Records Laws;
- State Board by-laws, policies and goals;
- OYA priorities, OYA Strategic Plan, Equity Lens Guide;
- Modernization Program standards and management plans and supporting documents;
- State and agency Records Retention Policies and Procedures;
- Program and project management methodologies (PMBOK);
- ADA requirements; and
- Best practices for online communications (websites), social and print media.

b. How are these guidelines used?

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
Chief Information Officer	Virtual and in person meetings, phone, email, messaging	Obtain information and to answer questions on policy and processes. Give consultative advice on business systems and processes, present problems, and recommend solutions.	Daily/As needed
OYA manager and staff	Virtual and in person meetings, phone, email, messaging	Obtain and provide information. Explain policies and processes and implications for the agency.	Weekly/As needed
National Associations and Federal Agencies	Virtual and in person meetings, phone, email, messaging	Explanation of issues, reporting, exchanging of information, training	As needed
External partners/stakeholders	Virtual and in person meetings, phone, email, messaging	Obtain and provide information. Explain policies and processes and implications for the agency.	As needed
Other State Agency staff	Virtual and in person meetings, phone, email, messaging	Obtain and provide information. Explain policies and processes and implications for the agency.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions of this position have high impact and may create significant risk for the agency in terms of executive branch, legislative, media, public and employee knowledge and perception of the agency's handling of CJIS data and ongoing compliance.Poor decisions may negatively impact the agency's ability to maintain security of CJIS data, impacting not just the agency but also external partners utilizing the JJIS system. Effective decisions will increase the success of the program by engaging and communicating with internal staff and external partners with accurate and timely information. The security of CJIS data has direct impact on all current and former youth in OYA custody or supervision.

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
Chief Information Officer		Virtual and in person meetings, phone, email, messaging	Daily/Weekly	Review of work and job performance

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

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

How many employees are supervised through a subordinate supervisor? n/a

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

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

This position requires successfully passing a criminal records check, which may require a fingerprint-based records check, as a condition of employment.

This position requires ability to get and maintain CJIS certification.

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

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