



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
9/29/22

Agency: Oregon Youth Authority

Facility/Operational Area:
Development Services Division

☐ 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 & Policy Analyst 4		b. Classification No: X0873	
c. Effective (Established) Date: 10/01/2018		d. Position No: 3200755	
e. Working Title: Behavioral Health Services Coordinator - Lead		f. Agency No: 41500	
g. Section Title: Development Services		h. Budget Auth No: 000614570	
i. Employee Name:		j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXN) <input type="checkbox"/> SEIU (OA)	
k. Work Location (City/County): Salem/Marion			
l. Supervisor Name: Erin Fuimaono, Development Services Administrator & Assistant OYA Director			
m. Position: <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			
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative			
o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:

ORS 238.005(s) Employees at youth correction facilities as defined in ORS whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities. ☐ Yes ☒ No

OR

ORS 238.005(t) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. ☐ Yes ☒ No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth offenders 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 11 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 1,000 staff and operate with a biennial budget of approximately \$391 million Total Funds, of which approximately \$292 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.

Development Services establishes organizational alignment and strategic focus around the implementation of comprehensive youth development programming based on the principles of Positive Human Development (PHD) and informed by the Youth Reformation System (YRS). A comprehensive youth development program requires staff training, program development, implementation and fidelity monitoring, youth services, and documentation, data collection and outcome/effectiveness data to be integrated and aligned around the core strategies of Positive Human Development-skill development, attachment, and engagement, and the application of the resource lens to youth and staff alike. Development Services includes the following work units and functions:

- Education/Vocation
- Family Engagement
- Inclusion and Intercultural Relations
- JJIS Business Integration
- Training Academy
- Treatment Services
- Youth Reformation System

The YRS provides us with invaluable data about youth needs and characteristics, services that most appropriately support development based on those needs, and outcome data to evaluate our effectiveness at equipping and empowering youth to become safe, productive citizens. PHD provides the framework for supporting and facilitating the healthy development of youth and staff, and its principles must be infused into all aspects of the agency.

This position is part of the Treatment Services Team within Development Services and reports to the Development Services Administrator.

**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 act as the OYA administrator with other child-caring agencies and systems in Oregon and to provide consultation to OYA staff and contractors to effectively access services and resources for youth with complex needs. This position provides service coordination, support, and technical assistance to OYA administration, facility, field staff, contracted providers around social & emotional learning, decision-making & problem-solving, self-identity/self-efficacy curricula, and treatment; this includes program development, program monitoring, program evaluation, programmatic involvement in implementing, and communicating treatment service planning.

This position coordinates other agency-wide or cross-jurisdictional teams and has extensive interaction with juvenile justice agencies, other state child-serving agencies, including Oregon Health Authority, Department of Human Services and Oregon State Hospital, and other agency and community partners. This position has expertise around treatment programs to ensure OYA youth are not adversely impacted by others.

This position is responsible for contract administration, contract monitoring, and the provision of technical assistance for contracted general therapy providers; including, program monitoring and evaluation, development, implementation of youth development services, and participation in the review and approval of curricula and intervention for use with OYA youth in all areas of youth development.

This position utilizes a diversity, equity, and inclusion lens focusing on creating equitable and just outcomes for all youth.

This position demonstrates commitment to understanding the importance of diversity, equity, and inclusion (DEI) and integrating DEI into decision-making, policy development, practices, processes, and how we approach our work.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency’s core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

OYA staff are expected to be positive examples and role models for other staff and youth. Being a positive role model includes, but is not limited to: being a law-abiding citizen, being supportive toward the agency, OYA and other personnel, agency and youth correctional facilities policies and procedures. Staff are expected to demonstrate reliability and dependability, to have regular and punctual attendance, a neat personal appearance, and to treat all persons with respect and dignity.

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.

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

% of Time	N/R/NC	E/NE	DUTIES
Ongoing	N	E	<ul style="list-style-type: none"> Center work on equity, including decision-making at all points, policy development, operational practices and resource allocation. Practice and role model self-awareness and willingness to accept feedback about your own biases, assumptions, beliefs, emotions, and behaviors when interacting with others. Set similar expectations for those you supervise. Identify systemic inequities and barriers impacting equitable outcomes for youth and staff, especially those from marginalized groups, in your program area(s); develop and implement action plans to eliminate those barriers. Ensure diverse representation, including individuals from impacted groups, in projects and decisions and work together to create safe environments for those representatives to meaningfully engage. Work with DS leadership team to develop and advance DEI priorities and set up systems of accountability. Monitor and work toward equitable outcomes for your program area. Provide equitable access to professional support, resources, and opportunities for the team members in your program area.
30%	N	E	<p>Agency Behavioral Health Liaison</p> <ul style="list-style-type: none"> Provide content expertise, act as an administrator, and develop relationships with statewide behavioral health, child-caring agencies, and organizations; including, Oregon Health Authority, Department of Human Services, Community Mental Health Programs (CMHPs), Coordinated Care Organizations, Statewide System of Care, etc and have content expertise around these services. Prioritize relationships with community partners and agencies that represent and serve marginalized populations. Advise and consult with OYA field and facility staff regarding partnering with other statewide behavioral health and child-serving agencies and organizations to determine appropriate placements, support services and resources for OYA youth with complex needs. Participate as OYA representative in statewide workgroups focused on youth child-caring system including State System of Care Steering Committee, Children’s System Advisory Council (MH), Children’s System Advisory Group (I/DD), Juvenile Justice Mental Health Task Force, etc. Review changes to policies, statutes, OARs and federal requirements to determine impact on statewide behavioral health benefits and services. Review and advocate for impact on OYA youth. Participate at the table and make decisions around amended or suggested changes in policies under OYA. Represent OYA with other state agencies and private organizations to share resources, as well as develop and deliver technical assistance consultation. Lead inter-agency and inter-governmental initiatives and stakeholder planning groups. Facilitate project-specific stakeholder workgroups to effect programmatic change. Ensure that transition plans for youth with complex needs document youth needs and recommended aftercare services and that the planning team is expanded to

% of Time	N/R/NC	E/NE	DUTIES
			<p>include representatives from other relevant child-caring agencies as appropriate. Trouble shoot and problem-solve as needed to ensure comprehensive transition/reentry services are available as needed. Monitor implementation and notify appropriate persons when action is needed.</p> <ul style="list-style-type: none"> Identify systemic inequities and barriers impacting equitable outcomes for youth and, especially those from historically underserved populations; develop and implement action plans to eliminate those barriers.
25%	N	E	<p>Program Design and Development</p> <ul style="list-style-type: none"> Lead, design, monitor development, and implementation of an effective array of services addressing social and emotional learning, decision-making, problem-solving and self-identity/self-efficacy across the agency continuum, consistent with evidence-based, current best practices, an equity lens, and a developmental model; including, strategies and/or curricula for young women,culturally diverse, and LGBTQQI populations. Design and modify treatment guidelines, policies, and procedures consistent with evidence-based practice,an equity lens, and a developmental approach to ensure the standard and quality of social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy programs across the agency continuum. Formulate policy and initiates decisions regarding social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy programs and treatment changes Ensure that we have the capacity to infuse equity into processes and decisions, and that we consider those who are impacted. Identify systemic inequities and barriers impacting equitable outcomes for youth especially those from historically underserved populations; develop and implement action plans to eliminate those barriers. Participate in strategic planning and develop goals, action plans, and program priorities for social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy programs and services. Facilitate and/or participates in agency initiatives and work groups charged with operational change related to social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy programs and service delivery. Lead inter-agency and inter-governmental initiatives and stakeholder planning groups charged with operational and programmatic change related to social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy service delivery for juvenile justice clients. Develop and employ inclusive processes, ensuring diverse representation of individuals from impacted groups. Work with groups to create safe environments for all participants to meaningfully engage in project development and decision-making. Consult with OYA staff and partner agencies to identify the needs for, purpose of and methods to be used in operational change initiatives related to social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy programs and service delivery.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Represent OYA with other state agency and private organizations to share resources, as well as develops and delivers technical assistance consultation. • Lead and/or participate in interagency and intergovernmental initiatives and stakeholder planning groups charged with operational and programmatic change related to behavioral health service delivery for juvenile justice clients. Facilitate project-specific stakeholder workgroups to effect programmatic change and behavioral health program outcomes.
25%	N	E	Program Monitoring <ul style="list-style-type: none"> • Monitor service delivery and operational guidelines, with an equity lens, for social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy services across the agency continuum. • Monitor national research and promising treatment service delivery modalities for consideration by administration for OYA implementation. • Review changes to statutes and OARs to determine impact on social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy service operations. • Oversee pilots of evidence-based curricula prior to formal adoption. Collaborate with Central Support and research staff on curricula implementation, fidelity monitoring and sustainability. • Monitor fidelity of the OYA approved curricula as they are provided by facility staff through direct supervision of service provision; provide consultation and technical assistance to staff. • Conduct programmatic reviews of social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy services, considering program philosophy and intent, evidence-based practices and outcomes, as needed to ensure best treatment opportunities for youth. • Identify programmatic inequities impacting equitable outcomes for youth especially those from historically undreserved populations; develop and implement action plans to eliminate those barriers. • Participate in and provide technical assistance to OYA quality improvement activities such as OPMS and contractor data collections, and/or other quality improvement programs. • Lead social and emotional learning, decision-making and problem-solving and self-identity/self-efficacy programs quality improvement efforts, including collecting data regarding agency-wide service levels, making recommendations for process improvement and assisting in implementation of process improvement strategies.
10%	R	E	Contract Administration <ul style="list-style-type: none"> • Administer contracts with general therapy treatment outpatient providers and other assigned community contracts. • Monitor expenditures of outpatient general therapy treatment and other assigned contracts.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Participate in the monitoring plan for contracted providers that addresses compliance with contract language and provision of evidence based practices. • Serve as a point of contact for outpatient contractors and any questions pertaining to these contracts and services. • Evaluate and update standards based on legislative changes, agency policy/practice changes or identified needs. Evaluate service needs and coordinates targeted solicitation process. • Participate in contract application review and compliance review process for provider contracts. • Identifies gaps in contracted services and develops corrective action plan. • Participate in audits of contracted providers when irregularities are identified from findings of compliance reviews. • Design/develop methods and implementation plans for monitoring and performance improvement (includes maintenance and updating of standardized documentation and review and audit protocols). • Develop statements of work for contract applications and renewals.
10%	NC	E	Miscellaneous/Other Duties <ul style="list-style-type: none"> • Legislative Activities - Monitor pertinent legislation and provides detailed analysis of • legislation related to treatment services and the management and supervision of youth. Prepares written testimony for agency executive staff. • Provide oral testimony to legislative committees (interim and in-session) when requested by agency executive staff. • Accompany agency executive staff to legislative hearings to provide technical expertise and assistance in relevant program area. • Write and revise agency administrative rule and policies resulting from statutory and policy changes. • Training - Provide training for agency staff, foster parents and juvenile justice partners around social/emotional learning, decision-making/problem-solving and self-identity/self-efficacy services best practices. • Other duties, as required.
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.

Some travel throughout the state, including overnight travel, is required on a regular basis to provide direct oversight and observation of services. Also travels to attend meetings and conferences.

All OYA locations are tobacco free environments.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

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

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

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

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

OYA mission, vision and core values

OYA policies and procedures

OYA case plans

American Correctional Association policy & guidelines

Diagnostic and Statistical Manual of Mental Disorders—current edition

Oregon Health Authority Health Service Division Integrated Services and Supports OAR

Oregon Revised Statutes 420 & Oregon Administrative Rules: OAR 416-070-0010 – 416-070-0060

Federal Regulations

Correctional and Performance Based Standards

Knowledge of current research literature on proven practices of youth development programming and related staff and program development in the juvenile justice system.

b. How are these guidelines used?

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

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? *Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

Who Contacted	How	Purpose	How Often
OYA Executive Leaderships Team Members (OYA Cabinet)	Person/written/phone	Advise and consult on youth development services, the implementation of youth development services and related staff and program development initiatives and services	Regularly
Development Services Staff	Person/written/phone	Coordinate development and implementation of youth development services and related staff and program development initiatives and services	Daily
Treatment Services Supervisors, Qualified Mental Health Professionals (QMHPs) and staff providing specific youth development services	Person/written/phone	Coordinate and support work regarding social/emotional learning, decision-making/problem-solving and self-identity/self-efficacy services and related staff and program development. Communicate, consult, problem-solve regarding services and resources for OYA youth with complex needs.	Daily
Superintendents and Camp Directors	Person/written/phone	Coordinate work of staff providing social/emotional learning, decision-making/problem-solving and self-identity/self-efficacy curricula; provide oversight and consultation re: development and implementation of youth development services and related staff and program development initiatives and services. Communicate, consult, problem-solve regarding services and resources for OYA youth with complex needs.	Regularly
Field Supervisors	Person/written/phone	Provide oversight and consultation re: development and implementation of youth development services and related staff and program development initiatives and services. Communicate, consult, problem-solve regarding services and resources for OYA youth with complex needs.	Weekly
OYA Living Unit Managers, Case Coordinators, GLCs and JPPOs	Person/written/phone	Provide oversight and consultation regarding implementation of youth development services and related staff and program development. Communicate, consult, problem-solve regarding services and resources for OYA youth with complex needs.	Weekly
Contracted Providers	Person/written/phone	Contract administration, contract monitoring, and technical assistance for outpatient providers; oversight and consultation regarding development and implementation of youth development services for residential providers. Communicate, consult, problem-solve regarding services and resources for OYA youth with complex needs.	As needed
External agency partners, i.e. child-serving agencies, advocacy groups	Person/written/phone	Communicate, consult, problem-solve regarding services and resources for OYA youth with complex needs.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position participates in developing, implementing statewide programmatic, and public policy changes that impact state juvenile corrections in Oregon, OYA operational goals and objectives.

This position participates in major decisions affecting agency direction, goals, objectives, development and allocation of resources to accomplish goals and makes decisions regarding day to day operations in the provision of youth development services; development of youth development services policies, procedures, standards and action plans; communication and coordination of resources and services for OYA youth with complex needs.

Acts directly or makes decisions on behalf of the Assistant Director of Development Services when needed relative to behavioral health services. Determines or effectively recommends OYA behavioral health services policies, procedures and standards.

Leads, makes decisions and supervises youth development curricula services throughout OYA. In collaboration with Facility Services and Development Services administrators, determines appropriate course of action in implementing youth development services, including operational/programmatic issues.

Makes recommendations for goals, objectives, development and allocation of resources to accomplish agency and Development Services-wide strategic planning goals, or significant youth development program changes; agency action in response to significant youth development performance deficiencies.

These decisions directly affect the lives of youth and staff, youth families and support people, interns, contractors, agency stakeholders and partners, and the general public.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
PE/M G	0701223	Monthly supervision meetings; Indirect supervision; limited visual observation of performed work, and a written annual performance review	On going basis, monthly meetings, and annual performance appraisal	To ensure programs efficiency & personnel performance

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

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Current Oregon clinical mental health license (e.g., Licensure as a Child Psychologist, LCSW, LMFT, LPC) in good standing.

Primary clinical experience working with children/adolescents/young adults required.

Experience navigating governmental child-caring systems, including agencies providing service to those with mental health issues, developmental disabilities and dependency needs.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:
Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A	N/A	N/A

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date