



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
10/01/2018

Agency: Oregon Youth Authority

Facility/Operational Area: Development 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

<p>a. Classification Title: <u>Ops & Policy Analyst 3</u></p> <p>c. Effective (Established) Date: <u>11/04/2016</u></p> <p>e. Working Title: <u>Youth Reformation System Operations Analyst</u></p> <p>g. Section Title: <u>Development Services</u></p> <p>i. Employee Name: <u>Vacant</u></p> <p>k. Work Location (City/County): <u>Salem / Marion</u></p> <p>l. Supervisor Name: <u>Hayley Tews, Implementation Manager, Development Services</u></p> <p>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</p> <p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p>	<p>b. Classification No: <u>X0872</u></p> <p>d. Position No: <u>1719153</u></p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: <u>000715050</u></p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input type="checkbox"/> SEIU (OAI)</p> <p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>p. Eligible for PERS Police and Fire Designation per ORS 238.005: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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.

Development Services establishes organizational alignment and strategic focus around the implementation of comprehensive, equitable youth development programming based on the principles of Diversity, Equity and Inclusion (DEI), 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 diversity, equity and inclusion and 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: Youth Reformation System Implementation; Training Academy; Education/Vocation; Family Engagement; Office of Inclusion and Intercultural Relations; Behavioral Health and Treatment Services.

The Youth Reformation System, or YRS, is an initiative launched by Oregon Youth Authority and our community partners in early 2013 that helps achieve our vision for the youth we serve – that upon leaving our system they go on to lead productive, crime-free lives. YRS relies on research and

data to help inform the judgment, expertise and experience of OYA staff by providing critical data for staff to ensure equitable decision-making in determining the best placements and interventions for youth. YRS is based on the core principle that detailed, customized research data can be used to work with youth toward more equitable outcomes through better decision making, supporting them in making positive life changes, achieving fewer returns to the juvenile justice system and creating safer communities. To that end, YRS prioritizes understanding and mitigating bias that is found in data used to ensure that tools developed through this initiative do not add to or perpetuate disparities that exist in the juvenile justice system.

YRS is responsive to the entire Oregon Juvenile Justice System in an effort to remove silos and reduce barriers to service users. The system is designed to be collaborative and inclusive to consider the risks, needs, and voice of youth, families, agencies, and stakeholders. To ensure collaboration and confidence in the YRS and the data informed tools, the Oregon Youth Authority is seeking feedback, technical assistance, academic review, and external research to validate data. The Youth Reformation System is taking unique approach to implementation by creating cross sectional inclusive teams of internal employees, partners, stakeholders, contracted providers, and service users. These teams are developed with DEI at the center.

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.

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 provide project management support to Youth Reformation System (YRS) projects. This position will direct the work of YRS Implementation Specialists and project teams associated with their assigned projects through project planning, implementation and closing. The Project Implementation Coordinator will assist in ensuring each project is scoped, chartered, resources requested, progress is being tracked and appropriate documentation is retained at the closure of each of the projects they are assigned.

This position will act as a lead to YRS Implementation Specialists assigned to the projects in the project portfolio. This position will be responsible for training the YRS Implementation Specialists on project management tools; debriefing on progress regularly; tracking deliverables and deadlines; and obtaining project updates for inclusion in regular status reports provided to Cabinet and other stakeholder groups. YRS Implementation Specialists will be assigned by the affected business unit(s) (e.g., central office, facility services, community services, county programs, etc.).

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
35%	R	E	<p>Systems and Organizational Improvement Build collaborative relationships and mentor statewide stakeholders on the implementation of data informed tools to promote interest in YRS processes and continual improvement; lead development and implementation and monitoring of a PHD culture; represent OYA for YRS and PHD to community partners, contracted providers, staff, youth and families, stakeholders, agencies and organizations in other states, legislators for meetings, consultations and conferences; present and train to internal and external stakeholders and recommend and provide assistance for operational changes for the use of data-informed decision-making; create and develop communication plans for each process that include charters, scope, training material; consult with county juvenile department partners about the use of YRS/PHD tools to inform system-wide improvements, effective intervention strategies and case management tools to divert youth from further involvement in the juvenile justice system.</p>
30%	R	E	<p>Policy Analysis and Advice Review and analyze research findings and trends; report to Cabinet on progress, needed resources, provide recommendations for implementation, planning and follow-up; assess business and operational impact on OYA operations, county juvenile departments, contracted providers for each process implemented; develop plans, policies and procedures to support and sustain implementation of data and research for agency operational enhancements; develop plans, policies, procedures to support and sustain implementation of data.</p>
20%	R	E	<p>Operational Research and Evaluation Improve placement and services to youth by operationalizing data and research to OYA, county juvenile departments, contracted providers, other stakeholders; collaborate with research and operational executives to review data findings and negotiate consensus on next steps with project planning and implementation; evaluate existing workflow and operational practices of internal and external divisions and departments; collect and analyze data to align agency organizational culture and divisional priorities.</p>
15%	R	E	<p>Project Management: Develop and execute project scope, charters, implementation plans, communications, training and supporting documentation for assigned improvement processes; assemble and direct project teams, facilitate meetings and trainings, create and maintain project timelines, assess project plans for resource requests, document decisions, communicate project updates, risks and constraints; develop and maintain a master project file and prepare final file for archiving at the close of the project.</p>
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.

Frequent travel throughout the state, including overnight travel, is required on a regular basis to provide on-site program monitoring, clinical supervision and quality assurance reviews, attend required meetings, conferences, and make presentations.

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.

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

Oregon Revised Statutes 420 & Oregon Administrative Rules: OAR 416-070-0010 – 416-070-0050

Knowledge of current research and best practices regarding youth development and related staff and program development in the juvenile justice system

b. How are these guidelines used?

These guidelines are used to ensure all state and federal requirements are met and that sound culturally responsive 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 services.

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
OYA Executive Team Members	In person/Phone/In writing	Provide/receive information, make recommendations	Frequently
OYA Superintendents and Camp Directors	In person/Phone/In writing	Provide/receive information, make recommendations	Frequently
OYA Central	In person/Phone/In writing	Provide/receive information	Frequently
OYA Staff	In person/Phone/In writing	Receive information	Frequently
OYA Facility staff	In person/Phone/In writing	Provide/receive information, make recommendations	Frequently
OYA Community Resources	In person/Phone/In writing	Provide/receive information, make recommendations	Frequently

Who Contacted	How	Purpose	How On
OYA Field Operations	In person/Phone/In writing	Provide/receive information, make recommendations	Frequently
OYA Youth	In Person	Receive information	Frequently
County Juvenile Justice Partners	In person/Phone/In writing	Provide/receive information	Frequently
Other state and local agencies	In person/Phone/In writing	Provide/receive information	Frequently

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position must use sound judgment and be capable of making quick decisions in situations that involve multiple stakeholder groups. This person will make recommendations to OYA's Research, Implementation, and Operations (RIO) Steering Committee regarding YRS/PHD implementation.

All decisions could have significant impact on youth and staff morale. Miscommunication could cause unrest among staff or youth that could deteriorate the milieu of a program and could create safety and security risks in a facility.

Incumbent works without direct supervision on a day-to-day basis.

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 D - Implementation Manager, Development Services	0779357	Broad oversight; on-going communication – phone, email, in person and formal annual performance appraisal.	Bi-Weekly/As Needed	To determine scope and nature of work both internally and externally with other agencies and jurisdictions.

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:

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		

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