

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.**

This position actively seek to achieve the OYA core values of professionalism, accountability, integrity, and respect.

- 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 purpose of the DEI Strategic Manager (OPA4) position is to work with program leadership, staff, and key stakeholders and advisory councils to create engagement in diversity, equity and inclusion, and to work with specific program areas within Facility Services, Business Services, Community Services, Health Services, Development Services, and the Directors Office to develop an agency Equity Strategic Plan. This position will also manage and analyze data from the agency's Equity Dashboard. This position reports to the Deputy Director. Major duties include working effectively with program leadership to infuse an equity lens into everything they do through strategic planning; program specific policy and procedure development and review; coordination of metrics and data collection/evaluation/analysis; recruitment, retention,

promotion and succession planning activities; field consultation; training; and coordination with the each agency Assistant Director.

This position will support agency efforts to ensure staff are provided with culturally appropriate services, and will work to empower staff, and provide access to training and activities where individuals are treated respectfully, compassionately, and in a manner that recognizes, affirms, and values the worth of individuals, families, and communities, protecting and preserving the dignity of each. This includes culture, language, national origin, race, age, ethnicity, ability, religion, gender, sexual orientation, and other differences/diversity factors.

OYA's Diversity, Equity and Inclusion Manager will work to align the agency with the Governor's statewide equity infrastructure plan by creating a dedicated equity-focused position to support and operationalize DEI work. This work will happen within OYA and also across other systems of care to include community partners, partner agencies, and county juvenile justice systems.

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
30%	N	E	<p>Diversity, Equity, and Inclusion Advisor</p> <ul style="list-style-type: none"> • Contribute to and drive the execution on our strategy for improving diversity, equity, and inclusion. • Review agency race, gender, LGBTQ+ data on youth, and staff to ensure we are paying close attention to our decision-making authority, removing inequities, and avoiding the creation of new barriers in our policies. • Work with agency leadership to create and implement an Equity Lens focused on juvenile justice, and workplace structure and culture. • Provide advice and consultation to program leadership regarding diversity, equity, and inclusion.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Coordinate periodic review of existing programs, rules, policies and regulations with agency equity lens. Develop equitable and inclusive policies and policy making processes. • Work with Assistant Directors to develop and/or diversify various stakeholder groups in support of planning efforts. • Recommends strategic changes and priorities for allocating agency resources equitably. • Evaluate the quality and effectiveness of equity initiatives across the agency. • Ensure compliance with state and federal guidelines on EEO regulations. • Partner with Human Resources to ensure hiring and retention processes are equitable and contribute to increasing workforce diversity and workplace inclusion. • Supplier diversity, contract equity and administration – work with agency CFO and external partners to review agency DEI contract opportunities for COBID – Certification Office for Business Inclusion and Diversity firms (certified and non-certified); ensuring DEI contractors perform on schedule and deliverables are met in accordance with contractual agreements. • Support the state equity infrastructure and improve practices within OYA and across the enterprise • Develop agency specific data informed Equity Strategic Plan. Access and analyze data to help identify trends, insights, and gaps to inform strategy, programming, and interventions. • Build and manage the execution and rollout of programs, schedules, and resources, running meetings, overseeing progress, unblocking teams, and driving, and reporting strategy progress and outcomes.
30%		E	<p>DEI Program Management:</p> <ul style="list-style-type: none"> • Collaborate with agency leaders to create Equity Strategic Plan • Manage implementation of agency Equity Strategic Plan • Collaborate with Human Resources on implementation of Governor’s Affirmative Action Plan

<p>% of Time</p>	<p>N/R/NC</p>	<p>E/NE</p>	<p>DUTIES</p>
			<ul style="list-style-type: none"> • Build and manage the execution and rollout of programs, schedules, and resources, running meetings, overseeing progress, unblocking teams, and driving, and reporting strategy progress and outcomes. • Drive DEI communication and progress sharing, agency and enterprise-wide updates, strategy and progress sharing with counsel and leads, and collaboration across functions and teams. Partner with leaders on internal communications to draft messaging and narratives for inclusion messaging and strategy. • Facilitate, manage charter, membership, and create policy agenda for agency DEI organizational governance structure. • Manage operational improvement projects and comprehensive research studies using Equity Dashboard data. • Identify project scope, required trainings, and necessary resources to manage projects to completion. • Identifies potential risks, and preventive measures to equitable outcomes for governance structure projects and tasks. • Monitors and tracks project schedules and evaluates outcomes. • Collaborates and coordinates project activities, recommendations, and changes necessary in response to unforeseen and unexpected results with department managers and/or partnering teams. • Drive DEI communication and progress sharing, organization-wide updates, strategy and progress sharing with counsel and leads, and collaboration across functions and teams. Partner with leaders on internal communications to draft messaging and narratives for inclusion messaging and strategy. • Develop and establish programs that support a welcome, supportive and inclusive environment that supports retention of a diverse workforce.
<p>20%</p>			<p>Community Engagement</p> <ul style="list-style-type: none"> • Create proactive and meaningful community engagement with external partners across the state. • Strengthen community engagement through engagement with state advocacy commissions (OACO).

% of Time	N/R/NC	E/NE	DUTIES
15%			DEI Training <ul style="list-style-type: none"> • Create, organize, facilitate DEI training for OYA staff. • Engage with Governor’s Office and state agencies for DEI training partnerships and opportunities.
5%		E	Other duties as assigned.
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.

The person in this position works in a fast-paced, demanding office environment that requires the ability to independently identify and set priorities, adapt to rapidly changing situations and issues, meet tight deadlines, and understand the political and public sensitivity of issues and decisions.

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
Oregon Revised Statutes (ORS)
Proposed, amended and enrolled legislation
Oregon Administrative Rules (OAR)
OYA policies, procedures and local operating protocols Executive Orders
Juvenile Code
Federal laws and regulations
DAS Policies and Procedures
Oregon Public Records Law
JJIS Manual
Associated Press (AP) Style Manual
American with Disabilities Act (ADA) communication standards Oregon plain language guidelines
OYA style manual
Performance-based standards
JJIS data
OYA scorecards
OYA fundamentals map
Annual Performance Progress Report

b. How are these guidelines used?

These laws, rules, policies and procedures, along with the agency’s mission and values, provide the overall framework and context for all agency decision-making. They guide daily operations, and articulate the expectations, conduct and work products of the agency and its staff. These guidelines are used to establish policy, program direction and priorities for the Oregon Youth Authority.

These guidelines are also used to:

- Answer inquiries from the general public, legislators, local governments, members of the judiciary, law enforcement, county juvenile departments, state and federal agencies, community partners, employees, youth and their families.
- Accomplish agency and program goals accurately and efficiently.
- Make decisions affecting agency operations and program activities.

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 Executives	In person, telephone, email and written.	Establish alignment between strategy and enterprise architecture. Provide information, recommendations or updates on program administration, analyses, policies, projects and associated metrics. Identify and communicate barriers to projects, and assist in barrier removal.	Daily
Agency managers and staff	In person, telephone, email and written.	Collaborate on projects, including process improvements, that address mission-driven goals and objectives. Arrange project-related events and track metrics. Provide information, analyses, recommendations, training and updates on: policies projects, processes, and associated metrics; improvement strategies; analyses; and program administration. Identify and communicate barriers to projects and assist in barrier removal.	Daily
Other state agencies and organizations	In person, telephone, email and written.	Gather information, provide updates, collect information and collaborate on projects and policies with multiple agencies. Share best practices and agree on mutually beneficial program efficiencies.	As Needed
General public	In person, telephone, email and written.	Provide information on initiatives and mission-driven goals and objectives; volunteer application process; volunteer opportunities; volunteer placement; volunteer recruiting. Provide information on program evaluation methods and agency goals and objectives.	Daily

Who Contacted	How	Purpose	How On
Consultants	In person, telephone, email and written.	Contract administration, requirements, scope of work, milestones and achievements, project implementation.	As Needed
Legislators, DAS, LFO	Written	Respond to inquiries; provide information on initiatives.	As Needed

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 leads projects and administers programs at the behest of the director, deputy director and assistant directors. Directly responsible for overall program and project control including task and schedule management, organizational assessments, short- and long-range planning and policy development for major agency program. Continuous process improvement responsibilities (decision-making related to the measurements of OYA service delivery and business operations' effectiveness) are exercised collaboratively with process owners. The person in this position completes complex analysis, tracks, creates and makes recommendations to agency leaders regarding necessary program and/or statewide policies and system modifications and makes determinations of the most efficient and effective use of agency resources. Decisions significantly affect the success of major OYA programs and initiatives.

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
PEM H	3500802	Work is reviewed through broad oversight, ongoing informal meetings, and a formal annual performance appraisal process	Reviews occur on an ongoing basis as needed	To ensure OYA's mission, vision, values, policies, procedures, and protocols are being effectively implemented and communicated; Keep informed. Most work is not reviewed directly, yet has significant impact on agency programs.

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:

This position requires the ability to:

- Develop high performing workgroups
- Coach individuals through new and challenging concepts
- Work objectively, collaboratively, and cooperatively with a diverse group of individuals and the public
- Analyze sensitive data
- Use various software
- Monitor, compile, and summarize findings, and make recommendations
- Provide written and oral communications to diverse audiences
- Monitor and track multiple complex projects
- Problem solve individually and within a team
- Review pertinent laws and regulations related to processes
- Engage with state and local agencies and partners
- Research materials and methods
- Lead project management

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