



STATE OF OREGON
invites applications for the position of:

Program Analyst 3 (Crime Victims' Rights Program Coordinator)

JOB CODE: DOJ13-0173

OPENING DATE/TIME: 10/22/13 12:00 AM

CLOSING DATE/TIME: 11/03/13 11:59 PM

SALARY: \$4,210.00 - \$6,163.00 Monthly
\$50,520.00 - \$73,956.00 Annually

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Justice-Crime Victims' Services Division

DESCRIPTION:

Are you ready to make a difference? The Oregon Department of Justice Crime Victims' Services Division is recruiting to fill their Crime Victims' Rights Coordinator (Program Analyst 3) position in Salem.

As a critical member of the Division's Victim Response Section, this position will coordinate and lead the State of Oregon's Crime Victims' Rights Program, and ensure victims' rights, which are currently in the Oregon Constitution and in statute, are enacted into policies and practice across every aspect of the criminal justice, juvenile justice and victim service field. The design for enforcement will impact policy and practice across numerous county and state executive branch and judicial branch agencies.

This is a permanent, full-time position represented by a union (SEIU). Apply now if you are interested. This recruitment will be used to establish a list of qualified candidates to fill the current position and may be used to fill future positions.

The Department of Justice is dedicated to pursuing and achieving justice and supporting healthy and safe communities throughout our state. Its 1,300 employees in eight divisions, including nearly 300 lawyers, are dedicated to the rule of law and serving the people of Oregon and its government.

- Providing effective, high quality legal services to all entities of state government;
- Protecting and supporting families and children through child advocacy and child support services;
- Protecting consumers - particularly our most vulnerable citizens - from fraudulent schemes and other unlawful trade practices;
- Supporting our state's prosecutors and law enforcement efforts;
- Protecting and compensating victims of crime;
- Defending our citizens' civil rights;
- Protecting the environment;
- Upholding the rule of law.

The Oregon Department of Justice is an equal opportunity, affirmative action employer committed to work force diversity.

DUTIES & RESPONSIBILITIES:

Primary duties and responsibilities include, but are not limited to:

- **Programmatic Duties:** Review, and revise program guidelines, administrative rules and structure. Evaluate and recommend priorities and strategies to achieve statewide goals in consultation with the CVSD Division Director. Research and evaluate best practices. Recommend legislative concepts to expand or revise program operations. Develop/update training materials for use by DA VAPs and community partners. Guide and support the Attorney General's Task Force on Victims' Rights Enforcement, subcommittees and workgroups. Support the chair of the Task Force as required by statute. Chair related subcommittees or workgroups. Keep informed on the current state of crime victims' rights law in other jurisdictions. Use knowledge of other enforcement and compliance protocols to inform Oregon's response to crime victims.
- **Program Administration:** Track related legislative bills, prepare testimony to committees, and respond to legislative requests for information. Assist in developing plans based on the needs of the program. Give technical assistance on changes or improvements to program objectives, evaluate and redirect program service, and develop and implement reporting and data collection systems. Monitor progress of state and partner organizations and collaborate with partners to develop plans that increase program effectiveness. Identify barriers to program participation and design strategies to eliminate them. Help other organizations identify and eliminate similar barriers, Provide training and tools to enhance the knowledge of the program.
- **Program Evaluation:** Evaluate problems or successful operational practices and adapt procedures to improve operations. Conduct follow-up program evaluation for programs identified as needing improvement. Evaluate program operations, quality of systems and program resources; develop or prioritize resources to improve operations or implement new policy. Recommend modifications to program operations to support new or changing program priorities or changes in statute; identify and resolve systems that conflict in areas of shared responsibilities. Evaluate ways to improve program service delivery.
- **Building Collaborative Partnerships:** Develop and maintain relationships with members from local agencies, community organizations and various program stakeholders; foster collaborative projects to implement program services. Develop promotional and communication plans designed to maintain positive relationships with the public, program stakeholders, other agencies and related service programs. Solve problems and issues by coordinating actions across organizational lines. Represent the state on local and national work groups related to the program. Plan and coordinate Crime Victims' Rights Week activities.
- **Other:** Research and identify program-related grant funding; develop complex grant applications and proposals. Participate in the management of grants associated with program partners. Participate in some grant selection processes and interpret selection criteria. Responsible for understanding the Department of Justice's affirmative action goals and objectives and for developing and implementing plans to meet them; recognize the value of individual and cultural differences; create a work environment where individuals' differences are valued; treat colleagues, customers, and stakeholder partners with dignity and respect. Other duties as assigned.

WORKING CONDITIONS: Open office environment. In-state traveling, some overnight and rare national travel. May encounter turf issues in local jurisdictions. The complexity of the work of the Crime Victims' Rights Program requires the ability to synthesize the interests and day-to-day realities of a broad range of constituents and elected officials from criminal and juvenile justice professions, judges and victims of crime. Must be a highly independent worker who takes initiative, with very strong organization skills and can achieve work objectives with little supervision.

CONDUCT EXPECTATIONS: The role of the Oregon Department of Justice is to provide justice and uphold the rule of law. Employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

QUALIFICATIONS & DESIRED ATTRIBUTES:

MINIMUM QUALIFICATIONS

- A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, **or** a degree related to the agency program that demonstrates the capacity for the knowledge and skills; **AND**
- Four years experience coordinating or administering a program; **OR**
- Any combination of experience or education equivalent to seven years of experience that typically supports the knowledge and skill requirements listed for the classification.

DESIRED ATTRIBUTES

- Working knowledge of crime victims' rights law and the Oregon criminal and juvenile justice systems.
 - Experience working with criminal justice stakeholders, particularly victims of crime, district attorneys, and members of the Judicial Department.
 - Experience leading collaboration and resolving barriers to consensus on compliance with and enforcement of victims' rights.
 - Experience representing government entity at inter-agency meetings, national program meetings and/or public meetings.
 - Extensive knowledge of laws, rules, regulations, policies, and procedures affecting the area of victims' rights.
 - Considerable experience working with District Attorney Victim Assistance Programs and Deputy District Attorneys.
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TO APPLY:

1. Follow the **APPLY** link above and complete the Oregon Employment Application online, including the **WORK HISTORY** section.
 2. Complete the **SUPPLEMENTAL QUESTIONS** section of this announcement.
 3. Attach a **COVER LETTER** to your online application that summarizes your interest in the position and addresses how you align with the "qualifications" and "desired attributes" listed above. The letter may be up to two pages in length.
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ADDITIONAL INFORMATION:

Your application materials, including your responses to the supplemental questions, must be consistent with your described work experience and any qualifying education. Your application materials and any supplemental information may be reviewed and evaluated for presentation, content, clarity, grammar, spelling, and applicable knowledge and skill(s). Additional applicant screening will depend on the number of qualified applications received.

Your application must clearly show how you meet the qualifications and desired attributes listed in this announcement. The "Work Experience" section must include the position(s) you have held, organizations for which you have worked, complete dates of employment, and a detailed description of your duties and level of responsibility. Qualifications will be determined based on the information provided in the "Work Experience" and "Education" sections of your application. If your description of work in the "Work Experience" section is too brief and/or insufficient to determine if you meet the qualifications for the job, your application will not be accepted. Those applicants whose experience, education, and/or training most closely match the requirements and needs of the position will be eligible for interview. A resume is not required to apply for this position and will not be viewed to determine your qualifications.

Finalists will be subject to a computerized Criminal History and Driver and Motor Vehicle Services check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.

The State of Oregon now requires all applicants to have a valid email address. If you do not currently have an e-mail address and do not know where to get one, please refer to our Applicant E-Recruit FAQ's web page to view several providers of free e-mail accounts. The State of Oregon does not endorse any particular provider.

If you need assistance with adding attachments to your profile or to a specific job application please go to How do I add an attachment to my application on the State of Oregon's Job Page by clicking on the Applicant E-Recruit FAQ's, and again on Applicant Profile Maintenance.

If you require an alternate format in order to complete the employment process, you may call Recruitment Services at (503) 947-4328 or TTY (800) 735-2900 for the hearing impaired. Please be prepared to leave a message describing the alternate format needed.

The Department of Justice does not offer visa sponsorships. The candidate selected for this position will be required to complete the US Department of Justice Form I-9 within three days of hire to confirm authorization to work in the United States.

VISIT OUR AGENCY WEBSITE AT:
<http://www.doj.state.or.us>

OUR OFFICE IS LOCATED AT:
1162 Court Street
Salem, OR 97301

Job #DOJ13-0173
PROGRAM ANALYST 3 (CRIME VICTIMS'
RIGHTS PROGRAM COORDINATOR)
DD

Program Analyst 3 (Crime Victims' Rights Program Coordinator) Supplemental Questionnaire

Your answers to the 'Supplemental Questions,' will be reviewed to determine if you meet the minimum qualifications (required) and how you meet the desired attributes (requested) for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses. The specific questions and the scoring process used is determined by each hiring authority. Answers to questions about specific experiences must be supported in your work experience statements in the application form or, if requested, your resume.

Resumes' will **NOT** be used to determine qualifications unless it clearly states a resume is required in the job posting. Only those individuals who meet the minimum qualifications and most closely match the desired attributes will be invited to an interview.

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications.

Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

NOTE: This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

* 1. Which of the following best describes your **highest related level of education**?

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree
- Bachelor's Degree and additional coursework
- Master's Degree
- Master's Degree and additional coursework
- Doctorate Degree
- Doctorate Degree and additional coursework
- None of the Above

* 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many upper division (300 level or higher) credit hours have you completed? Select the Quarter/Semester hours that best describe your **completed coursework**. If you did not, select N/A.

- N/A
- 4 Quarter hours/3 Semester hours
- 8 Quarter hours/5 Semester hours
- 12 Quarter hours/8 Semester hours
- 16 Quarter hours/11 Semester hours
- 20 Quarter hours/13 Semester hours
- 24 Quarter hours/16 Semester hours

- 28 Quarter hours/19 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your upper division (300 or higher) coursework. If you did not, enter N/A.
- * 4. Which of the following best describes the **focus of your degree**?
- Business Administration
 - Public Administration
 - Behavioral Sciences
 - Social Sciences
 - Other Related Degree
 - My degree is not related
 - I do not have a degree
- * 5. If you selected "Other Related Degree" in question 4, please identify the **focus of your degree**. If you did not, enter N/A.
- * 6. Which of the following best describes your level of experience in **coordinating or administering a program assisting victims of crime**?
- less than 6 months
 - 6 to 11 months
 - 12 to 17 months
 - 18 to 23 months
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years or above
 - None of the above
- * 7. In which of the following areas do you have experience and/or training in? Check all that apply.
- Criminal Justice System
 - Victims' Rights
 - Advocacy
 - Crisis Intervention
 - Crisis Reactions
 - Domestic Violence
 - Sexual Assault
 - Homicide
 - Child Abuse

- Ethics
 - Post Conviction Processes
 - Crime Victims' Compensation
 - None of the above
- * 8. Please tell us where you gained your experience and/or training from Question 7. Include your job title and level of responsibility. Enter "n/a" if you entered "None of the above" in Question 7.
- * 9. Which of the following do you have an in-depth knowlege and/or experience of? Check all that apply.
- Writing policy documents.
 - Applying a group writing process.
 - Developing legislative concepts.
 - Leading diverse groups with differing viewpoints to achieve a common goal.
 - Serving as an expert technical advisor.
 - Program evaluation and recommending improvements.
 - Developing grant proposals/applications
 - None of the above
- * 10. Please briefly list where you gained the experience from Question 9. Include your job title and level of responsibility. Enter "n/a" if you entered "None of the above" in Question 9.
- * 11. Briefly describe the process you use when working with a group to create policies and/or proposals. Include how you ensure there is consensus among members of the group. Enter "n/a" if you do not have this experience.
- * 12. Are you a current employee of the Oregon Department of Justice?
- Yes No
- * Required Question