



STATE OF OREGON  
invites applications for the position of:

## Commercial Sexual Exploitation of Children Intervention Coordinator (Program Analyst 3)

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<b>JOB CODE:</b>	DOJ14-0167
<b>OPENING DATE/TIME:</b>	12/01/14 12:00 AM
<b>CLOSING DATE/TIME:</b>	12/11/14 11:59 PM
<b>SALARY:</b>	\$4,358.00 - \$6,380.00 Monthly \$52,296.00 - \$76,560.00 Annually
<b>JOB TYPE:</b>	Limited Duration
<b>LOCATION:</b>	Salem, Oregon
<b>AGENCY:</b>	Justice-Crime Victims' Services Division

**DESCRIPTION:**

**OREGON DEPARTMENT OF JUSTICE**  
ATTORNEY GENERAL  
ELLEN F. ROSENBLUM

Are you ready to make a difference? The Oregon Department of Justice Crime Victims' Services Division is recruiting to fill their **Commercial Sexual Exploitation of Children (CSEC) Intervention Coordinator** (Program Analyst 3) position in Salem. This is a full-time Limited Duration position that is funded through to June 30, 2015 and represented by a union (SEIU). Limited Duration positions are regular status and benefits eligible.

**While our goal is to fill this position at the Program Analyst 3 level (C0862), we strongly encourage applicants who meet the minimum qualifications for Program Analyst 2 (C0861, \$3974.00 - \$5802.00) to apply as we may consider underfilling the position until the selected candidate meets the Program Analyst 3 minimum qualifications. Underfill training will not exceed 24 months.**

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 Oregon Department of Justice is committed to finding, developing, and retaining the finest professionals. We offer our employees a challenging, fun, and rewarding work environment with great benefits – resulting in a satisfying career. If you are looking for a fast-paced and challenging career, the Oregon Department of Justice is the place for you.

The Mission of the Oregon Department of Justice is to serve state government and to support safe and healthy communities throughout Oregon by providing essential justice services.

The Attorney General and our nine divisions are dedicated to:

- Providing ethical, independent and high quality legal services to state government;
- Safeguarding consumers from fraud and unfair business practices;
- Fighting crime and helping crime victims;
- Advocating for vulnerable children;
- Supporting families through the collection of child support;
- Enforcing environmental protections;
- Defending the civil rights of all Oregonians;
- Pursuing justice and upholding the rule of law.

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

**DUTIES & RESPONSIBILITIES:**

The primary duties and responsibilities assigned to the CSEC Coordinator include, but are not limited to:

- **Program Administration:** Further develop CVSD's statewide plan to address CSEC. Develop, in partnership with other regions, collaborative community responses to identifying victims of CSEC and providing services to the population. Provide a framework for community collaboration to regions, modeled after successful partnerships and interventions in the state, and provide regions with administrative support to build on these models within their own communities. Build relationships with law enforcement, prosecutors, victim services providers and the Department of Human Services Child Welfare throughout the state. May track and provide information on the impact of proposed legislation; respond to legislative requests for information and report on program progress.
- **Program Development:** Seek out and apply for grants to assist regions with developing their own coordinated community responses to CSEC. Seek and apply for grants to continue this position. Assist regions and partnering agencies in developing programs to assist victims of CSEC. Assist regional and agency partners in identifying and implementing best practices for assisting victims and survivors of CSEC. May manage grant funds including developing application guidelines for applicants and sub-grantees; lead grant application review and selection processes; ensure grant recipients have the capacity for effectively delivering victim services in accordance with grant fund program guidelines; and evaluate program performance
- **Program Collaboration:** Build collaborations with key stakeholders to ensure effective delivery of CSEC victim services. Collaborates and facilitates communication between state and local partners, local jurisdictions and communities to ensure CSEC victims have statewide access to services. Represents CVSD when speaking with individuals, public agencies, non-profit organizations, state policy makers, and community representatives about CVSD's vision, grant funding programs and policies. Facilitates CSEC Advisory Committee meetings and workgroups and represents the agency in non-DOJ statewide committees and workgroups.
- **Training:** Designs, coordinates and conducts small and large training events, and may present at state or national conferences.

**WORKING CONDITIONS:** General Office Environment. May require working unpredictable hours including evenings and weekends. Frequent statewide travel and irregular hours to attend meetings. Some overnight stays, and rare national travel may be required. Working under general supervision. Exposure to victims of violent crime, often including graphic descriptions and photos of heinous crimes against children and adults. Program requires the ability to synthesize the interests of a broad range of stakeholders including elected officials, program directors, community first responders, lawyers, and victim advocates.

**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, REQUIRED & REQUESTED SKILLS:**

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#### **MINIMUM QUALIFICATIONS**

##### **Program Analyst 3 (C0862)**

- 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 related to the support and/or delivery of services to victims' of crime; and/or related law enforcement and/or legal prosecution experience; **OR**
- Any combination of experience or education equivalent to seven years of experience coordinating or administering a program related to the support and/or delivery of services to victims' of crime; and/or related law enforcement and/or legal prosecution experience.

##### **Program Analyst 2 MO (C0861) Underfill Option**

- 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**
  - Two years' experience coordinating or administering a program related to the support and/or delivery of services to victims' of crime; and/or related law enforcement and/or legal prosecution experience; **OR**
  - Any combination of experience or education equivalent to five years of experience coordinating or administering a program related to the support and/or delivery of services to victims' of crime; and/or related law enforcement and/or legal prosecution experience.
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#### **REQUIRED/REQUESTED SKILLS**

- General knowledge of the criminal justice system.

- Specific knowledge of the dynamics and trauma of commercial sexual exploitation of children, child abuse victimization and sexual and domestic violence victimization.
- Experience working with law enforcement and non-profit victim service providers.
- Working knowledge of the coordinated CSEC response in Multnomah County.

### **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 "Minimum Qualifications", "Required Skills" and "Requested Skills" listed above. The letter may be up to two pages in length.

### **ADDITIONAL INFORMATION:**

Transcripts must be submitted to receive credit for education coursework at the time of application. Be sure to answer all supplemental questions and attach all required documents. 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 #DOJ14-0167  
COMMERCIAL SEXUAL EXPLOITATION OF  
CHILDREN INTERVENTION COORDINATOR  
(PROGRAM ANALYST 3)  
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### **Commercial Sexual Exploitation of Children Intervention Coordinator (Program Analyst 3) Supplemental Questionnaire**

#### **Work Experience**

The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (**minimum and special qualifications**) and at what level you meet the requested skills (**desired attributes**). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

#### **Supplemental Questions**

Your answers to the Supplemental Questions may be reviewed to help determine if you meet the required skills and how you meet the requested skills 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.

**Note:** The specific questions and scoring process used are determined by each hiring authority. Only those individuals who meet the required skills and most closely match the requested skills will be invited to an interview.

### Transcripts

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. 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; and/or law enforcement and/or legal prosecution experience?**
- 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. **Please tell us where you gained your experience and/or training from Question 6. Include your job title(s) and employer(s) name.**
- \* 8. **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
  - Sexual assault against children
  - None of the above
- \* 9. **Please tell us where you gained your experience and/or training from Question 8. Include your job title and level of responsibility.** Enter "n/a" if you entered "None of the above" in Question 7.
- \* 10. Are you a current employee of the Oregon Department of Justice (not contract, temporary or volunteer)?
- Yes  No
- \* 11. **Work History:** Your application must verify your responses to all of the above questions in order to be considered. If your answers are not reflected in your work history, or you do not attach the required cover letter, your application may be removed from consideration. **Have you demonstrated your work history in your answers? Have you attached all necessary documents, including your COVER LETTER?**
- Yes  No

\* Required Question