



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
8/2024

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>Learning & Development Specialist 1</u></p> <p>c. Effective (Established) Date: _____</p> <p>e. Working Title: <u>Learning & Development Specialist 1</u></p> <p>g. Section Title: <u>Training Academy</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City/County): <u>Salem / Marion</u></p> <p>l. Supervisor Name: <u>José Guardado</u></p> <p>m. Position: <input 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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p>	<p>b. Classification No: <u>C1338</u></p> <p>d. Position No: <u>0196059</u></p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: _____</p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input checked="" type="checkbox"/> SEIU (OAI)</p> <p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input 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.

The OYA Training Academy is a section of Development Services. Its mission is to provide the most effective training and learning methods to ensure juvenile justice workers throughout the state of Oregon have the information and skills to successfully perform their duties to support the mission of OYA.

Through the use of new and proven methodologies the Academy consults, develops, facilitates, implements and evaluates trainings and learning events agency-wide and for other state agencies (e.g., Lottery, OSP, DPSST, etc.), and outside jurisdictions (e.g., county juvenile detentions and residential providers) in order to continually improve and create an effective learning system.

Specific focus of Academy trainings include: state and local policies and procedures; safety and security; youth treatment; leadership; supervision; professional development; and state or agency initiatives. Academy trainings are provided in various modalities including online and classroom.

Additionally, the Academy manages the agency's learning management system (Workday) and is responsible for maintaining a legally defensive repository of staff training records.

- 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:”

This position assists in the ongoing operation of the OYA Training Academy. This position’s primary responsibility is to organize, coordinate, and implement a high-quality training program for new and veteran staff and OYA stakeholders. This position maintains and provides a consistent and appropriate training curriculum as approved by the Oregon Youth Authority. This position will instruct various OYA classes, including ongoing development and implementation of OYA’s defensive tactics program. Additionally, this position will serve as a liason to designated sections of the agency to consult, advise and ensure new employees are on-boarded as well as advise management on how to get the training needed to meet their location and operational needs.

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

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.

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
Ongoing	R	E	<p>Promote Diversity, Equity and Inclusion</p> <ul style="list-style-type: none"> a. Center work on equity, including decision-making at all points, policy development, operational practices and resource allocation. b. 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. c. 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. d. 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. e. Work with DS leadership team to develop and advance DEI priorities and set up systems of accountability.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> f. Monitor and work toward equitable outcomes for your program area. g. Provide equitable access to professional support, resources, and opportunities for the team members in your program area.
30%	R	E	<p>Conducts Classroom Training</p> <ul style="list-style-type: none"> a. Work with training support staff to schedule participants b. Prepare classrooms for training c. Conduct program training orientations (welcome and start training) d. Create a safe and inclusive environment for all participants to meaningfully engage e. Conduct training f. Manage classroom activities and participants g. Administer and monitor tests h. Prepare training summaries
20%	R	E	<p>Assist with and/or Develop Training Programs</p> <ul style="list-style-type: none"> a. Review policies, procedures, laws, standards, and regulations b. Consult sources of information, including subject matter experts c. Use an equity lens when revising, updating, or modifying learning goals, lesson plans, or training d. Review, revise, update, or modify training e. Develop training learning goals and performance objectives f. Develop routine lesson plans g. Develop testing instruments h. Obtain input and approval on lesson plan content from content experts and/or appropriate Agency review committee i. Determine training materials needed, i.e. audio-visual training aids, training structures, props and models, handouts, and materials j. Conduct field tests (pilot) training k. Review and assess training programs before implementation l. Prepare final training products m. Conducts training
20%	R	E	<p>Implements/Coordinates Training Programs – Liason Duties</p> <ul style="list-style-type: none"> a. Advises and consults with assigned management on trending training needs b. Coordinates/facilitates the use of instructors or adjunct trainers for assigned locations to meet training needs c. Assists with the on-boarding of new staff d. Notify appropriate participants of dates, times, and locations of training e. Follow-up with new staff and ensure training needs are being met f. Advise management on participant's progress and performance issues
10%	R	E	<p>Conduct Physical Training</p> <ul style="list-style-type: none"> a. Assist in curriculum development of OYA's physical intervention training program b. Become a physical skills co-facilitator c. Create a safe and inclusive environment for all participants to meaningfully participate d. Conduct physical intervention skills training e. Review physical intervention skills training f. Act as injury patrol support during training events g. Develop and maintain communication w/DPSST D building staff
10%	R	E	<p>Promote Positive Awareness of Organization and Training</p> <ul style="list-style-type: none"> a. Provide training information to stakeholders b. Promote training resources c. Conduct tours d. Solicit support for training e. Provide technical assistance to external organizations and stakeholders f. Provide instructional assistance to other trainers g. Collaborate with other agencies to provide training

% of Time	N/R/NC	E/NE	DUTIES
5%	R	E	Maintain Professional Competence a. Conduct training for trainers b. Participate in training for trainers c. Stay abreast of developments in criminal justice d. Support and participate in professional organizations e. Participate in continuing educations and trainings f. Stay abreast of evidence based practices
5%	R	E	Performs Administrative Functions a. Assists with developing annual training plans b. Write and present reports c. Receive and respond to communications d. Prepare documentation for and/or testify in administrative and court proceedings regarding training content and/or delivery methods e. Participate in staff meetings f. Assist in the development of short and long term goals g. Maintain training materials and equipment h. Provide information to develop policies
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 OYA Training Academy is located at the Department of Public Safety Standards and Training Training Academy which is a non-smoking location. The environment is professional and no jeans are allowed without specific approval by the Director of DPSST. The academy staff work in a team environment and help promote and maintain a harmonious work environment.

Staff is expected to be a positive example and role model for other staff and youth offenders. The staff is to be supportive toward OYA, YCF policies and procedures. Being a positive role model includes but is not limited to: reliability, dependability, regular and punctual attendance in order to provide consistent services and provide public safety, professional appearance, treating all humans with respect, and being a law-abiding citizen. Each employee is to provide a positive, affirming environment which values their fellow employees and the people they serve.

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

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.

- OSHA Guidelines for required training
- Possible use of DPSST guidelines, if found applicable
- Oregon Youth Authority Administrative Rules, Policies, Procedures and Practices
- ACA Standards for Training
- American Disabilities Act
- Oregon Revised Statutes
- National Institute of Corrections Training Standards

b. How are these guidelines used?

Used to ensure the Academy follows Oregon rule and OYA policy and procedures
 Ensure OYA conformance to State and Federal regulations
 Ensure Training Academy conformance to ACA Standards
 Possible Training Academy congruence with DPSST

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 and County Staff	Person/written/phone/email	Give/receive/process information and/or documentation	Daily
Facility and Field Staff	Person/written/phone/email	Give/receive/process information and/or documentation	Daily
Other State Agencies	Person/written/phone/email	Give/receive/process information and/or documentation	As needed
General Public	Person/written/phone/email	Give/receive/process information and/or documentation	As needed
OYA Contractors/ teachers/volunteers	Person/written/phone/email	Give/receive/process information and/or documentation	As needed
Vendors	Phone/Email	Order and purchase supplies and equipment	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

In consultation with Training Director, resolve any problem in training locations/sites; training design and coordination, logistics, vendor, and selection. Recommends pass or failure on employee training. Establish Training dates.

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
Training and Development Manager 1	0795.817	On an ongoing basis, through discussions, weekly meetings, onsite visits, and any necessary reporting	Ongoing basis and quarterly reviews	To assure trainer and training program effectiveness

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?

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- 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:

- Knowledge of accepted training practices and theories
- Attention to detail with the ability to coordinate, document and track concurrent training events and trainers assignments
- Solid computer knowledge and experience with Microsoft office programs (specifically, Outlook, PowerPoint, Word, and Excel)
- Physical fitness, in order to conduct OYA physical intervention trainings

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