



DUTY STATEMENT

EMPLOYEE Vacant		RPA # / JOB CONTROL # 24-098/439990	
POSITION NUMBER 040-125-5393-006	CLASSIFICATION Associate Governmental Program Analyst	WORKING TITLE Custodian of Records	
DIVISION Legal, Appeals and Probate	SECTION/UNIT COR & CRC	CBID R01	WWG 2
WORK DAYS Monday – Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict-of-Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

Conflict of Interest Classification? Yes No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and certify I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print) Vacant	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential job functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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RPA 24-098**GENERAL STATEMENT**

Under the general direction of the Staff Services Manager I, the Associate Governmental Program Analyst performs a variety of analytical work related to regulations, subpoenas, certification of records, and public records. The performance of duties must be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. Candidates must have the ability to perform the following essential functions with or without reasonable accommodations. Occasional travel is required.

PERCENTAGE OF TIME SPENT	DUTIES
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% 25%	ESSENTIAL JOB FUNCTIONS Prepares legal affidavits (Certification of Records) for presentation in restitution hearings in Superior Courts throughout California. The COR is required to audit all pertinent VCB claim files ensure accuracy and compliance with all relevant statutes and regulations The COR has a high level of responsibility, with authority to withdraw a request for restitution on behalf of CalVCB if the VCB claim files do not meet audit standards. Must be knowledgeable of criminal laws pertaining to the certification process and have the ability to discuss statutes and provide written responses to judges, district attorneys, defense attorneys, probation officers, Criminal Restitution Compact (CRC) Specialists, and other interested parties. Serve as a liaison between county and CalVCB and be able to make recommendations to CRC Specialists and Legal Division staff to resolve legal issues.
25%	Process criminal subpoena requests within CalVCB's guidelines which includes contacting attorneys involved in the criminal case, discuss pertinent statutes and regulations covering subpoenas and CalVCB processes, coordinate with CalVCB and county staff regarding the relevant CalVCB claim files within the five (5) days allowed by law. The COR testifies of behalf of CalVCB, is examined, cross-examined and questioned by prosecuting attorneys, defense attorneys and judges while ensuring responses protect the privacy of the victim and are not in conflict with statutes governing the CalVCB.
25%	Tracks the COR workload of requests for appearance at restitution hearings and/or requests for submission of Certification of Records and prepares monthly and annual reports. Provides assistance to the CalVCB's Legal Division on criminal court cases, including small claims court actions. Conducts training classes for CalVCB staff and others regarding CalVCB's restitution processes; conducts outreach activities with Non-CRC staff and the California District Attorney Association on issues regarding the CalVCB's restitution rights, procedural requirements; and conducts outreach to various segments of the Criminal Justice System regarding statutes and case law governing restitution in California.

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10%	Analyze files and prepare the administrative record for all writ petitions, including writ petitions related to applications or claims and Penal Code section 4900 matters. Collaborate with the Board's legal counsel to ensure the administrative record is accurate, complete, properly formatted, bates stamped (manually or electronically) and timely submitted. Collaborate with the Attorney General's Office regarding submission of the administrative record to the court and/or the parties. Determine the availability of monetary compensation for the production and copying of the administrative record and collect those fees.
10%	Analyzes California Public Records Act requests and Information Practices Act requests received by the Board for all divisions. Maintains and manages inventory of requests and responses. Advises various divisions regarding applicable laws and regulations. Analyzes and processes attorney fee payment requests (Legal Services Determination – LSD), reviews attorney fee statements, prepares verification letters for claimants in accordance with applicable laws and regulations, analyzes responses from claimants, drafts denial letters as appropriate, and manages the LSD work queue in the Board's proprietary computer application, Cares2.
%	<u>MARGINAL JOB FUNCTIONS</u>
5%	Assists with other matters falling within general analytical duties in the Appeals and Legal Division as required. Assist staff in the Legal, Appeals and Probate Division, including, but not limited to processing and responding to criminal and civil subpoenas; processing and preparing certification requests for restitution proceedings; and preparing restitution materials to aid non-CRC counties with the imposition of CalVCB restitution orders.
DESIRABLE QUALIFICATIONS	
<ul style="list-style-type: none"> Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and Access. Ability to develop statistical data and evaluate results. Ability to apply and interpret policies, regulations, and laws. Ability to take and follow verbal or written direction from supervisors/managers. General knowledge of the Victim Compensation Program to be able to establish program goals/objectives, identify/resolve program issues, etc. General knowledge of the department's mission, goals, and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division. General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients. 	
PERSONAL CHARACTERISTICS AND EXPECTATIONS	
<ul style="list-style-type: none"> Demonstrated ability to act independently with open-mindedness, flexibility, tact, and good judgement. Ability to effectively handle stress and deadlines in a fast-paced work environment. Ability to problem-solve and use critical and creative thinking to effectively perform work. 	

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- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully, verbally and in writing, in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow, and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple and changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to 30 pounds.