

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
OFFICE OF COMMUNITY AWARENESS, RESPONSE, AND ENGAGEMENT
VICTIMS' SERVICES UNIT**

NAME:

CLASSIFICATION: Staff Services Analyst

WORKING TITLE: Victims' Services Assistant

STATEMENT OF DUTIES: Under the supervision of the Victims' Services Unit (VSU) Staff Services Manager I, the Staff Services Analyst (SSA) performs a variety of analytical and administrative tasks related to the efficient functioning of VSU, and to the successful implementation of Restorative Justice Program (Assembly Bill (AB) 60). The SSA will be responsible for developing and disseminating publications and resources to fulfill the legislative mandate, providing administrative support to ensure compliance with the law, and supporting victims of crime with information on restorative justice programs. The SSA must demonstrate initiative, professionalism, and discretion in handling sensitive victim services and will be required to work independently and collaboratively with stakeholders.

SUPERVISION RECEIVED: Reports to the VSU Staff Services Manager I. May also receive direction from the AB 60 Associate Governmental Program Analyst (AGPA) or other Office of Community Awareness, Response, and Engagement (CARE) management.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer workstation for extended periods of time.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment. Some travel may be required for training and outreach events.

ESSENTIAL FUNCTIONS

50% – Publications Development and Dissemination

- Develop, translate, and distribute informational materials and publications related to restorative justice programs, as mandated by AB 60, to all 58 counties' district attorney's offices, non-governmental agencies, and community-based victim service providers.

- Research and make recommendations to program management on the development of publications, ensuring alignment with mandates under AB 60.
- Develop, maintain, and update the Victim Protection and Resources Card with accurate information on restorative justice programs available to victims and survivors.
- Collaborate with internal partners within the Office of CARE and Department of Justice legal team, as well as external partners such as local District Attorney offices and community-based organizations to ensure that publications are culturally sensitive, trauma-informed, and align with the legislative requirements.
- Support the AB 60 AGPA in developing procedures to ensure best practices for post-conviction restorative justice and victim-offender dialogue programs.

30% – Data Collection and Reporting

- Track and log inquiries received from the public via the toll-free number, email, mail, and in-person requests related to restorative justice programs.
- Compile data on inquiries, feedback, and publication distribution to provide statistical reports and recommendations to VSU management on restorative justice program outcomes.
- Ensure accurate data entry and management of all relevant program records to facilitate accurate internal reporting on the implementation of AB 60.

10% – Outreach and Collaboration

- Participate in VSU’s outreach and education efforts to inform victims, survivors, and the public about available services.
- Assess outreach initiatives and make recommendations on improvements for optimal delivery of services.
- Collaborate with community-based restorative justice providers to ensure effective communication and victim referrals.

10% – Special Assignments

- Assist in special projects and tasks related to VSU’s strategic initiatives and the implementation of AB 60.
- Provide administrative support to the unit through support staff functions.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature Date

Supervisor Signature Date