

EDITED TASK LISTING

CLASSIFICATION: Special Assistant to the Director, YA

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Act as the Director's special assistant for a wide variety of California Department of Corrections and Rehabilitations/Division of Juvenile Justice (CDCR/DJJ) policies, programs, and administrative matters to ensure compliance with DJJ policies utilizing departmental resources (e.g. Department Operations Manual (DOM), Youth Authority Manual (YAM), Institution & Camps Manual (I&C), and Administrative Bulletin (AB), as directed.
2.	Research confidential and sensitive departmental documents for the Office of the Director to produce information for meeting/discussion preparation and/or response to verbal/written inquiries utilizing departmental resources (e.g. DOM, YAM, I&C, and AB), as directed.
3.	Summarize and advise the Director on complex and sensitive issues relating to all aspects of departmental operations utilizing departmental resources (e.g. DOM, YAM, I&C, and AB), as directed.
4.	Summarize and advise on confidential and sensitive departmental documents for the Office of the Director to produce information for meeting/discussion preparation and/or response to verbal/written inquiries utilizing departmental resources (e.g. DOM, YAM, I&C, and AB), as directed.
5.	Act as a liaison for the Director between community, Federal, State, and local entities and other special interest groups to maintain communication and relationships utilizing emails and other communication devices using tact and professionalism, as required.
6.	Identify and research issues of mutual concern to the DJJ between community, Federal, State, and local entities and special interest groups utilizing various resources (e.g. communication, writing, internet, issue papers, and public documents, etc.) and assists the Director in planning DJJ's posture with respect to such issues, as required.
7.	Summarize and advise the Director on issues of mutual concern between DJJ and community, Federal, State, and local entities, and special interest groups utilizing various resources (e.g. communication, writing, internet, issue papers, and public documents, etc.), as required.
8.	Identify, research, and analyze proposed Federal legislation to determine its impact on DJJ operations utilizing various resources (e.g. communication, writing, internet, issue papers, and public documents, etc.), as required.
9.	Identify and research court mandates to assist the Director in strategy planning for court hearings which may influence proposed legislation that impact DJJ utilizing various resources (e.g. communication, writing, internet, issue papers, and court documents, etc.), as directed.
10.	Analyze court mandates to assist the Director in strategy planning for court hearings which may influence proposed legislation that impact DJJ utilizing various resources (e.g. communication, writing, internet, issue papers, and court documents, etc.), as directed.

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11.	Compile various audit reports related to court mandates ensuring compliance of court directives for the Director utilizing expert audit reports and peer reviews, as needed.
12.	Identify and review external publicity about DJJ for the Director to determine political impact utilizing various resources (e.g. communication, writing, internet, issue papers, and public documents, etc.), as required.
13.	Summarize and advise the Director in planning appropriate responses regarding external publicity about DJJ utilizing emails and other communication devices using tact and professionalism, as required.
14.	Review outgoing publicity for the Director ensuring that DJJ's policies, programs, and philosophies are represented accurately utilizing various resources (e.g. communication, writing, internet, issue papers, and public documents, etc.), as directed.
15.	Compose correspondence for the Director by providing appropriate responses to complaints from the press, public, or other special interest groups utilizing departmental resources (e.g. DOM, YAM, I&C, and AB), tact, and professionalism, as directed.
16.	Act as a liaison for the Director in contacts with the Governor's Office, Health and Welfare Agency and the Legislature on highly specialized issues to maintain communication and relationships utilizing emails and other communication devices with tact and professionalism, as required.
17.	Provide authoritative information on behalf of the Director reflecting their philosophy on specific DJJ programs and issues to local and private agencies and members of the Legislature utilizing departmental resources (e.g. DOM, YAM, I&C, and AB), tact, and professionalism, as directed.
18.	Represent the Director before community groups and public and private organizations to present departmental points of view and to elicit community reaction to departmental policies and programs utilizing departmental resources (e.g. DOM, YAM, I&C, and AB), tact, and professionalism, as directed.
19.	Attend executive staff meetings as a member of the Director's executive staff by participating in the departmental decision-making process utilizing communication and organizational techniques, as directed.
20.	Rearrange commitments for the Director to maximize time efficiency utilizing automated scheduling system, voicemail, and email, as directed.
21.	Make travel arrangements and hotel accommodations, including travel directions, for the Director to provide assistance relief from administrative tasks utilizing departmental systems, contracted travel agencies, departmental forms and procedures, as requested.
22.	Develop/maintain confidential or complex files for the Director to retain accurate records utilizing computer software, manual filing system, and own expertise, as needed.

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23.	Implement computer based management information system utilizing computer software (e.g. Microsoft Excel, Outlook, Word, etc.) for correspondence and assignment tracking purposes for the office of the Director to maintain assignment control and meet deadlines, as necessary.
24.	Review and edit correspondence for format, content, grammar, and compliance with departmental clerical policies and procedures to produce accurate and complete documents utilizing CDCR Secretarial Handbook and other references, as needed.
25.	As assigned by the Director, prepares a written response for the Director's signature to the grievant and/or Union Representative regarding alleged violations utilizing and interpreting Federal and State labor-management relations laws, collective bargaining agreements, Memorandum of Understanding (MOU), Regulations, Departmental Policy and Procedures at the Director's level of review, as directed.
26.	Process Adverse Personnel Actions, Administrative Time Off memorandums, Letters of Instruction, etc. to ensure due process and consistency with the principles of progressive discipline utilizing policies, procedures, laws, rules, collective bargaining agreements, skills, expertise, etc., as directed by the Director.
27.	Communicate in a professional and effective manner with departmental managers/supervisors, representatives of other State agencies and labor unions utilizing tact and interpersonal skills in order to establish and maintain effective working relationships in all situations, as needed.
28.	Provide oversight and direction on behalf of the Director to executive staff, interpreting and clarifying instructions regarding assignment utilizing emails and other communication devices using tact and professionalism, as required.
29.	Address complaints related to internal personnel, budgetary, fiscal, management, and program issues for the Office of the Director utilizing emails and other communication devices using tact and professionalism, as required.
30.	Organize/prioritize your daily tasks and calendar to achieve operational efficiency utilizing effective time management tools (e.g. communication, project management, workload tracking/monitoring, etc.) on a daily basis.