



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Program Specialist, Gang Prevention/Intervention

**Class Code: 1415
Work Days: 225**

GENERAL PURPOSE

Support the development, implementation, and management of the Orange County Department of Education's Gang Prevention/Intervention activities; facilitate activities to support the program; establish and maintain partnerships with community-based agencies, law enforcement, probation, and faith-based organizations; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Provide direction for the implementation of program, goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Provide leadership and support for the Gang Prevention/Intervention program.
 3. Facilitate program events and trainings; develop curriculum and marketing materials including news releases, flyers, schedules of events, pamphlets, and brochures.
 4. Build partnerships and maintain relationships with community-based agencies, law enforcement, probation, and faith-based organizations; support school districts with resources, program development, and training.
 5. Provide gang mediation to schools and communities; plan and conduct individual gang intervention; facilitate groups with identified gang youth; and conduct home visits of gang youth and their families.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

6. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
7. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
8. Plan, prioritize, assign, supervise, and review the work of staff responsible for gang prevention/intervention services; prepare work schedules for appropriate staff.
9. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
10. Demonstrate attendance sufficient to complete the duties of the position as required.
11. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Community-based organizations, educational agencies, law enforcement agencies, and other organizations related to the programs.
4. Basic operations, services, activities, and guidelines of gang prevention/intervention programs.
5. Basic procedures, methods and techniques of budget control.
6. Recent developments, current literature, and sources of information related to program.
7. Modern principles and practices of program development, implementation, and adult learning.
8. Recent developments, current literature, and information sources related to gang prevention and intervention.
9. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.

Ability and Skill to:

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.

Ability and Skill to (cont.):

4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Research, write, and gather data for program evaluation; analyze information and prepare reports.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and Communicate clearly and concisely, both orally and in writing, in English.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in psychology, sociology, criminal justice, or a related field, and three years of increasingly responsible experience working with gang youth.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

1/12, 9/17