

COUNTY OF SOLANO
CLASS SPECIFICATION
FAMILY VIOLENCE PREVENTION OFFICER
Effective Date of Revision: 10/29/2018

CLASS SUMMARY

Under general direction, this single position class manages the Family Justice Center and Family Violence Prevention Program, and responsible for the administration, planning and coordination of the County's Family Violence Prevention Program. The incumbent is expected to function as the manager of the Family Justice Center and the Family Violence Prevention Program and develop County strategies and activities to raise awareness and reduce family violence incidents in the community. The incumbent is expected to perform as a subject matter expert and provide advice and consultative services.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Victim Witness Program Coordinator** class which plans, organizes and supervises the County's Victim/Witness Program; and provides a broad scope of mandatory services to victims and witnesses of violent crimes.

- **Assistant Family Violence Prevention Coordinator** class which under supervision, assists with the administration, planning, coordination the County's Family Violence Prevention Program.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the District Attorney.
- Exercises supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES: – *This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.*

- Exercises management authority for assigned services and activities of the [name of unit] and performs managerial responsibilities such as:
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - providing input to the unit's budget;
 - monitoring goals and objectives of the unit and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
 - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:

- establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and making selections;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - providing career development mentoring;
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
-
- Represents the Family Justice Center and Family Violence Prevention Program in community outreach efforts to increase awareness of the prevalence of violent incidents in families with the elderly, children and spouses by developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the program's goals and services.
-
- Serves as the principal administrator for all grants associated with the Family Violence Prevention Program, researches and makes recommendations on potential funding sources by:
 - researching grant opportunities at the state and federal levels for family violence assistance;
 - preparing proposals to seek private support;
 - establishing and maintaining relationships with donors, foundations, and centers of influence within the general community;
 - preparing grant applications and proposals to funding sources;
 - ensuring grant expenditures are properly controlled;
 - conducting market research;
 - analyzing current business policies and partnerships;
 - developing overall funding strategies in support of the Family Violence Prevention Program;
 - recommending cost recovery goals; oversees and manages related policies.
-
- Reviews and analyzes studies on current trends in family violence and develops strategies and approaches for impacting change; conducts studies and analyzes existing systems of service delivery, identifies and determines mechanisms and realignment of resources that will maximize service delivery to larger groups; develops and prepares reports and information that profiles the County's status with family violence incidents.
-
- Facilitates the establishment, collaboration and operation of public and private partnerships to address integrated and comprehensive strategies that reach larger

segments of the population; participates with various community groups and organizations setting policy for programs related to child, spousal and elderly abuse.

- Provides staff support services to the Solano Partnership Against Violence; acts as a liaison with state and federal agencies on activities on family violence; attends County and state meetings; represents the County's program in presenting program goals and activities to the media, the public and other interested groups and agencies. Monitors and analyzes legislation to determine implications for County family violence victims; initiates request for proposals and coordinates review; serves as the point of contact for businesses, entrepreneurs, strategic partners, and groups wishing discuss proposals.
- Coordinates with internal County departments on methods of identifying and tracking incidents of family violence and evaluates the results of educational and prosecutorial actions on the reduction of incidents; develops recommendations for improvements; serves as the key advisor to County officials on progressive actions.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

Education: Bachelor's degree is required from an accredited college or university, preferably in psychology, sociology, social work, human relations, criminal justice, business or other related field. A Master's Degree may be substituted for two years of the experience. AND

Experience: Five (5) years of professional level experience coordinating, facilitating, or researching community social services programs and/or health related activities. Experience may be in any one area or any combination of related areas. Experience in writing and/or management of grants or contracts is highly desirable.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Possession of, or the ability, to obtain a valid Class C California driver's license is required.

All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Principles and practices of budgeting, cost analysis, and fiscal management.
- Principles and practices of grant writing and research techniques.

- Principles, theories and practices of social and psychological interaction in families.
- The dynamics of family violence and the types of behaviors that serve as patterns in family violence cases.
- Local, state and federal legislative processes.
- Federal, State and local laws, codes and regulations governing family violence prevention and services.
- Services and activities of public and private health and welfare agencies including referral sources and community resources.
- Laws, regulations and policies applicable to the work of the Family Violence Prevention Program.
- Techniques of strategic planning, program evaluation and implementation.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Develop and implement operational procedures, identify and analyze administrative problems and implement operational changes.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Prepare a variety of written communications to include reports, policies and procedures.
- Collect and analyze data and evaluate program effectiveness and maintain accurate records and document actions taken.
- Develop goals and objectives and methods for evaluating results.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Organize, develop and implement new programs, and develop collaborative approaches to community issues.
- Plan, organize and administer an effective social service program.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.
- Plan, analyze and evaluate programs and services operational needs and resources.
- Develop proposals for grants and financial assistance.
- Administer contracts and grants according to designated guidelines and regulations.
- Establish and maintain collaborative working relationships with those contacted in the performance of required duties.

- Represent the program at the state level, with community groups, various agencies, businesses, customers and/or general public, and the media.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e., sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

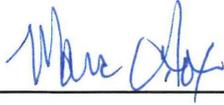
WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- **Background Checks:** The County will conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with statewide and community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, and after normal business hours.
- **Child Abuse Reporting:** Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Sections 11165.7 and 11166 of the California Penal Code relating to child abuse reporting.
- **Elder Abuse Reporting:** Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and

Institutions Code relating to elder abuse reporting.



Director of Human Resources

- Date Approved by the Director of Human Resources: February 2001
- Date(s) Revised: February 2003, September 2014, October 2018
- Date Approved by the Board of Supervisors: June 30, 2003
- Class Code: 344030