

**Lane Council of Governments  
Job Classification**

**Job Title: Criminal Records Specialist**

**Division: Senior & Disabled Services**

**FLSA Status: Non-Exempt**

**Reports To: Program Supervisor**

**Range: 10**

**Last Revised: August 2007**

**General Statement of Duties**

Performs duties related to determining applicant eligibility for in-home and adult foster home provider status. Reviews information on backgrounds and criminal histories and makes initial determination of applicants' fitness for duty.

**Supervision Received**

Work is performed under general supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided and results observed.

**Supervision Exercised**

None.

**Resource Responsibility**

Limited to moderate responsibility for monetary or human resources. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

**Essential Job Functions**

Uses Law Enforcement Data System (LEDS), local systems such as OJIN and AIRS, and contacts to ascertain information on applicant's criminal history background. Processes all Criminal History Release Authorizations (SDS303 AD forms) for people applying to be Adult Foster Home and Home Care Worker providers.

Reviews applications and all related forms for applicants, including all mitigating information (SDS303 forms). Makes initial determination of applicant's fitness as a foster home or in-home provider; sometimes will involve contacting applicant for additional information.

Notifies applicant or Adult Foster Home staff and Home Care Workers of decision by issuing individualized written decision.

Completes the local Administrative Review process for applicants who question the fitness determination. This involves scheduling and conducting interviews with applicants in person to gather additional information on crimes, convictions, and applicant's background, collaborating with DHS offices, consulting with case managers and other staff or contacts as needed, and seeking other information as warranted in order to make a final determination of the applicant's eligibility as a provider.

Staffs difficult or unusual cases with supervisor or established review team.

After the Administrative Review has been completed, notifies applicant or Adult Foster Home staff or Home Care Worker in writing of the final decision.

Follows through when fingerprint cards are required for applicants. Prepares and sends letters to applicants on fingerprint card results. Consults with SDS Central Office staff as needed.

Responds to applicant requests for formal hearings to appeal the agency's denial of applicant as a provider. Completes all required paperwork.

Represents the agency in the appeals hearing or testifies as a witness.

Sets up a procedure to complete annual re-determinations for ongoing provider eligibility; completes these on on-going basis; processes changes and updates information on computer.

Maintains up-to-date knowledge of agency, state and federal rules, regulations, policies and procedures related to provider eligibility and criminal records information; reviews manual releases and/or memos for accurate processing; obtains clarifications as needed.

Works with programmers to set up computerized database, and, once created, uses/maintains computer database.

Develops consistent and clear methods of communication with agency staff involved with adult foster home licensing and client employed provider placement.

Uses personal computer to access State and local systems for client/provider records.

### **Other Job Functions**

Provides back- up support to other positions in the office in case of absence or work overload.

Performs other duties as assigned.

### **Working Conditions**

The work is performed primarily indoors requiring hand/eye coordination in the operation of office equipment.

**Knowledge, Skills, and Abilities**

Knowledge of issues, problems, and concerns of elderly and disabled people.

Knowledge of legal requirements, standards, regulations, policies, and procedures related to provider eligibility.

Ability to communicate effectively with prospective and current in-home and adult foster care providers, other LCOG employees, elderly and disabled people, representatives of other agencies and the general public using tact, courtesy and good judgment.

Ability to write clear and concise reports.

Ability to communicate and work effectively with individuals who may be angry or hostile towards LCOG.

Ability to maintain accurate, up-to-date records and to prepare reports.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to operate standard office equipment such as typewriter, personal computer, calculator and photocopier.

Ability to establish and maintain effective working relationships with employees, elderly and disabled people, other agencies, and the general public.

Ability to physically perform assigned duties.

**Education and Experience**

High school diploma or G.E.D. and four years experience working in human service programs, preferably with elderly and disabled people, or any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability required to perform the job.

**Licenses, Certificates, and Other Requirements**

Valid Oregon State driver's license or the ability to obtain reliable transportation to a variety offsite in Lane County. Must have or be able to obtain and maintain LEADS certification.