



# County of Fairfax Department of Human Resources Position Description

## MANAGEMENT ANALYST II - 52009361

### GENERAL INFORMATION

- Position Number: 52009361
- Incum Person Name: Kirkpatrick, Lois Margaret
- Incum Pers Id: 320582
- Status: Approved
- Class Code: 20000142
- Pay Grade: S24
- Working Title: Liaison to Commission for Women
- Org Unit Name: DOMESTIC AND SEXUAL VIOLENCE SERVICES
- FTE: 75.00
- Pers Area: C032
- Pers Area Text: Family Services
- FLSA Status: General NE
- Emp Group Text: Non-Merit Ben Elig
- Chief Position: N
- Job Share: N
- Dual Encumber: N
- Vacancy Status: Filled
- Supervisor Name: Zollicoffer, Chatonia P
- Supervisor Position: 52009454
- Supervisor Class Title: FAMILY SERVICES DIVISION DIR
- Position Family: STAFF GROUP
- Effective Date: 04/16/2021
- Approved Date: 04/21/2021
- Emergency Service Personnel: Yes
- Exposure Risk Level: Lower
- Confidential Position: No

### CERTIFICATIONS

- Driver's License (Required)

### EQUIPMENT INFORMATION

- Personal Computer 70%
- Phone 20%
- Vehicle 10%

### PHYSICAL REQUIREMENTS

- Ability to communicate clearly and concisely, both orally and in writing.

- Ability to use automated technology to access, input, retrieve and process information via computer is required.
- Must be able to transport self and equipment to different worksites.

## WORK SCHEDULE / WORKING CONDITIONS

- Hours per Week: 30.00
- Weeks per year: 52
- Emergency Service Personnel: Yes
- Exposure Risk Level: Lower

## OVERVIEW STATEMENT OF POSITION DUTIES

Under general supervision of the Director of Domestic and Sexual Violence Services (DSVS), this position will dedicate 50% effort to the Commission for Women (CFW) and 50% effort supporting DSVS to operationalize its 3-5 year Strategic Plan. Works in collaboration with the CFW to enhance the status of women and girls in Fairfax County and ensures issues affecting this population are kept at the forefront, in order for policy makers to formulate well-informed decisions. Works in collaboration with DSVS to carry out its 3-5 year strategic and operational plans. Description of Hazard(s): Liaison to CFW which requires gathering with volunteer commissioners to take minutes; attending meetings. Project Manager for Strategic Plan which requires gathering with staff and stakeholders to review progress of activities; attending meetings. Engineering / Administrative / Work Practice Controls: Telecommuting ; Staggered work shifts that allow employees to maintain physical distancing from other employees, other persons, and the general public; Mandatory physical distancing of employees from other employees, other persons, and the general public; PPE Required: N/A Tasks listed that require use of this PPE: N/A

## DUTIES AND RESPONSIBILITIES

- Duty #1 50%  
Acts as project coordinator for the overall implementation of the DSVS strategic plan by developing a system to track the activities and due dates for all action steps, scheduling coordination meetings, and keeping meeting minutes, next steps and deliverables for the implementation team. As needed, assists with grant writing and coordination that enhance program development.
- Duty #2 25%  
Leads and organizes the work of the CFW. Serves as the primary DSVS liaison to the CFW. Develops and maintains knowledge and understanding of strategic and emergent issues affecting women and girls in the county. Stays abreast of current reports, studies, and trend data from public and private sectors. Participates in immediate and long range planning efforts on key issues affecting women and girls to identify potential partnerships that will result in creative solutions and maximize county resources. Provides benchmark and program analysis information, resources, ideas and recommendations for program development and implementation, and strategies for continuing the work of the CFW. Assists with documentation of CFW activities, programs, and meetings. Works with the CFW in the development and implementation of strategic plans, policies and procedures. Ensures the CFW adheres to Fairfax County regulations for Boards, Authorities and Commissions. Works to build relationships in the community that increase the visibility of the CFW in Fairfax County.
- Duty #3 15%  
Directs, coordinates and works with the Commission and DSVS on special projects. Ensures the planning and execution of events, projects or programs are within the parameters of county policies and procedures. Coordinates and implements critical time sensitive special projects, program alliances and joint initiatives as necessary. Conducts research and benchmark analysis of current trends and best practices in program development. Produces clear and effective written material for one-to-one and one-to-many communication including e-mail, memos, letters, meeting minutes, presentations, and trainings.
- Duty #4 10%  
Researches, facilitates and coordinates partnership for the CFW and DSVS and related programs. Facilitates connections to potential partners and allies. Works to build relationships with community groups and increase visibility of the CFW and DSVS. As needed, assists with grants coordination and special projects that enhance program development. Stays abreast of legislation that impacts the work of DSVS and the CFW and can provide an informed opinion as needed.

## EDUCATION

- 4 year / Bachelor's Degree (Required)

## KNOWLEDGE, SKILLS AND ABILITIES

- Superior oral and written communication skills
- Strong interpersonal skills
- Strong time management skills
- Ability to multitask effectively
- Knowledgeable about issues that impact women and girls and can present information succinctly

## HIRING CONDITIONS

- Criminal Background Investigation
- Child Protective Services
- Driving Record Check