

OCWI Analyst Unit Manager Standard Work

Employee: _____

Month/Year: _____

Daily Activities	Week 1	Week 2	Week 3	Week 4	Week 5
Monitor/Check-in w/unit members					
Monitor individual email inbox and respond to emails					
Monitor and respond to emails: OCWI Analysts; OCWI Researcher; OCWI Reponses; OCWI Referrals; At Risk Runaways					
Work on projects					
Analyst Requests (If Necessary)					
Records Specialist Requests (If Necessary)					
Personnel Meetings/1-1s					
SSO duties: TOC notices/TOC test scheduling/TOC Tests – See Leader’s Guide					
Fingerprint Expiration Monitoring					
Unit Q/A checks					
Assign Pre-Employment Research (If Necessary)					

Day of Wk	Weekly Activities	Week 1	Week 2	Week 3	Week 4	Week 5	Notes/Other
Friday	Save Week One ETE (Biweekly)						
Wednesday	Submit ETE (Biweekly)						
Thursday	Approve ETE for Analyst Unit Employees (Biweekly)						
Monday	Update & Print Analyst Unit Huddle Board Charts						
Friday	Facilitate Analyst Unit Huddle						
Friday	Attend OCWI Regional Huddle						
Friday	Background Updates						
	Attend 1-1 with Manager						
Friday	Send Updated OCWI User List to AZDPS (If Necessary)						

Wk of Month	Monthly Activities	Projects	Status	Notes/Other
First	Log Into Work Accounts & Update Passwords	Analyst Team Work Instructions	Maintenance	
Varies	Facilitate Unit Meeting	Records Specialist Team Work Instructions	Maintenance	
First	Review Employees Monthly MAP Notes	Analyst Team Training Program	Maintenance	
Varies	Attend Managers Meeting	Records Specialist Team Training Program	Maintenance	
Varies	ACJIS Training	SSO for OCWI	Ongoing	
Last	Mail Fingerprint Cards To DPS	Analyst Unit Onboarding/Separation Checklist	Maintenance	
First	CHILDS/ACJIS Audit	Position Standard Work(S)	Maintenance	
		Databases: TOC/Analyst Team/RS Team/Backgrounds	Maintenance	