



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
7/18/11

Agency: Psychiatric Security Review Board

Facility: 620 SW 5th, Suite 907, Portland, OR 97204

[X] New [] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist 2
b. Classification No: C0108U
c. Effective Date:
d. Position No:
e. Working Title: Hearings Officer
f. Agency No: 399000
g. Section Title:
h. Budget Auth No:
i. Employee Name: Proposed New Position
j. Repr. Code: UA
k. Work Location (City - County): Portland - Multnomah
l. Supervisor Name (Optional): Mary Claire Buckley
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [] Yes [] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Psychiatric Security Review Board (PSRB) was created by the Oregon Legislature in 1977 for the purpose of assuming jurisdiction of those persons who successfully assert the insanity defense to a criminal charge. The Board is multi-disciplinary in nature and is comprised by statute of 5 part-time members (psychiatrist, psychologist, attorney, parole and probation officer, and a member of the public). It bridges the criminal justice and mental health systems. Its enabling statutes direct the Board to have as its primary purpose the protection of society while remaining mindful of the rights of individuals under its jurisdiction. Its mission is to protect the public through the on-going review of the progress of guilty except for insanity clients and a determination of their appropriate placement. It does that through a hearings process in which a panel of Board members meets to review individual cases in order to determine which clients are in need of hospital level of care and which can be adequately supervised and treated in the community under conditions set and monitored by the Board. The Board currently has jurisdiction over 730 clients in Oregon of whom 410 live in communities throughout the state with strict supervision and monitoring. Approximately 96% of the cases received by the Board are for serious felony charges such as Assault, Arson and Homicide.

In 2005, the Oregon Legislature expanded the role and responsibilities of the PSRB. It created a juvenile panel of the Board to assume jurisdiction over youths who were found by a juvenile court “responsible except for insanity” of a crime and who suffer from a “serious mental condition” or any mental disease or defect and pose as substantial danger to others. The statute took effect for youth with mental illness on July 1, 2007 and for youth with developmental disabilities on January 1, 2008. The panel is comprised by law of 5 part-time members including a child psychiatrist, child psychologist, an attorney experienced in juvenile law, a juvenile court counselor and a member of the general public. The juvenile panel currently has jurisdiction over 17 youths.

In 2009, the Oregon Legislature yet again expanded the role of the PSRB by assigning it the responsibility for the state's Gun Relief Program for those persons with "mental health determinations." The Board fulfills this new duty by conducting hearings for those who petition to have their firearm privileges restored under state and federal law.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

- Assist the Executive Director in carrying out the policies and daily functioning of the Board
- Prepare exhibit files for review by Board members
- Monitor the hearings process for adult and juvenile offenders
- Act as liaison between the Board and both staff of the Oregon State Hospital Forensic Hospital Services program and community case managers
- Monitor conditional release of all PSRB clients through the Law Enforcement Data System (LEDS)
- Implement the revocation of conditional release process
- Respond to questions from attorneys, district attorneys, law enforcement officers and other interested parties regarding the Board's policies and procedures

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
30%	R	E	Exhibit File prior to the hearing: <ul style="list-style-type: none"> • On an every other hearing date basis, review the documents in the client's file for adequacy for Board review • Determine which documents should be exhibits for hearing • Arrange exhibits in order, apply stamp, count number of pages in each exhibit • Request information that is missing from file • Create exhibit list in Microsoft Word, using custom Access database • Scan exhibits • OCR, bookmark, and secure exhibits • Create Adobe Acrobat exhibit list and secure • Add exhibits to file as they arrive and update exhibit list • Coordinate process with OSH and community agency Exhibit File after the hearing:

15%			<ul style="list-style-type: none"> • On an every other hearing date basis, record results of hearing outcome and distribute to staff • Reassemble exhibit files • Update client record in database
15%	R	E	<p>Hearings:</p> <ul style="list-style-type: none"> • On an every other hearing date basis collect, pack, and take files for matters to be reviewed at hearings • Set up recording equipment and monitor and then store equipment at end of hearings • Direct the flow of hearings: rearrange schedule as needed, call for clients, witnesses, and observers • Maintain notes of the proceeding and submit to Executive Director • Provide Oregon State Hospital with notice of results of each hearing • Maintain supply of forms used at hearings: voting form, notes regarding the hearing, record of the Board's decisions, and notification of right to appeal
10%	R	E	<p>Evaluation for Conditional Release:</p> <ul style="list-style-type: none"> • Receive requests for conditional release evaluation • Prepare exhibit file • Submit to Executive Director
5%	R	E	<p>Conditional Release:</p> <ul style="list-style-type: none"> • Investigate those LEDS inquiries indicating critical or possibly critical information about PSRB clients in the community. Call the law enforcement agency that made the inquiry for the reason or teletype the request to the agency. Then call the client's community supervisor and discuss the inquiry and the client's current mental status. Determine if the client is safe to remain in the community. Such tracking gives the Board information on how clients are functioning in the community.
5%	NC	E	<p>Revocation of Conditional Release:</p> <ul style="list-style-type: none"> • Interpret laws and apply to specific situations. • Compose the sworn affidavit in narrative format and orders of revocation when a client's mental status deteriorates and represents a substantial danger to others or when a client violates a condition(s) of the release plan. • Check the legal order of revocation for factual accuracy. • Communicate orally to Board members the legal basis for revocation. • Enter an order for mandatory pick up and return to Oregon State Hospital (OSH) in the Law Enforcement Data System (LEDS). • Work with law enforcement agencies to coordinate the client's return to OSH. • Cancel the order of revocation immediately upon the return of the client to OSH.

15%	NC	E	<p>Communication:</p> <ul style="list-style-type: none"> • Receive significant and insignificant information about clients via phone calls from OSH and community agencies; take written notes; circulate significant information to staff. • Provide information about the Board and its processes and requirements to work contacts in Section 6.
5%			<p>Miscellaneous Duties:</p> <ul style="list-style-type: none"> • Backup for other staff members' duties. • Establish and maintain procedures and other controls necessary to carry out assigned program activities: Affirmative Action, Americans with Disabilities Act, Department of Administrative Services policies and procedures, Records Retention, State Surplus Disposal, State Recycling Directive, etc. • Other projects as assigned.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- Locked office environment in downtown Portland
- Work hours 8-5, Monday-Friday
- Pack and take case files (paper and electronic) by car to weekly hearings
- Lift, load, and unload boxes of exhibit files that may weigh 30 lbs
- Drive State car to hearings, meetings, etc.
- Set up recorder and record hearings within secure facility at Oregon State Hospital or other such facility

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

ORS 161.295 et seq. and OAR 859

b. How are these guidelines used?

The statutes and administrative rules form the basis for the Board's authority to act. This position assists the Executive Director in carrying out Board policies, following the above guidelines to prepare exhibit files, set schedules for hearings, record hearings, coordinate revocation of conditional release, and provide information to persons outside the agency.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Hospital social workers	Phone, in person	Exchange client info	10+/day
Clients under Board	Phone, writing, in person	Request hearing or info	15/wk
Community case manager	Phone, writing	Exchange client info, revocation	10+/day
Attorney for client	Phone, writing, in person	Exchange client info, provide files, hearings	3/wk
Board Members	Phone, writing, in person	Schedule hearings & interact at hearings	10/wk
Attorney General	In person, phone	Hearings	3/wk
Law enforcement personnel	Teletype, phone	Revocation of CR	1/wk
Interested parties, general public	Phone, writing	Explain the Board's function, policies, procedures	4/wk
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SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

- Schedule hearings in conformance with legal mandates. Meeting critical timelines for hearings keeps Board responsive to legal mandates.
- Carry out revocation process when Executive Director is unavailable by contacting critical stakeholders and by securing signature of a Board Member. Timely protection for the public and the client.
- Determine which documents belong in exhibit file for hearings and seek additional documents as necessary. Advise stakeholders to produce adequate documents (sufficient supporting documents) for Board review. Efficiency, completeness, and relevancy insure fair treatment for the client and the public.
- Assess indigence level of clients. Necessary for obtaining proper legal representation for clients without financial resources.
- Coordinate Board Members' schedules for hearings. Balancing the rotation and workload of Board Members supports the mission of the agency.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Z7006 PEM/D	399006	Info sharing; review of written work, hearings schedules, revocation documents	Weekly and as needed	Workload management and supervision
		Annual performance review	Annually	Discuss and evaluate performance; plan for upcoming year

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? _____
- How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Assist the Executive Director in explaining and implementing the Board's policies and procedures. Some situations may be non-routine and require a comprehensive understanding of policies and procedures and a critical ability to exercise judgment and communication skills in determining, suggesting, and implementing an appropriate course of action.

In addition to the duties outlined above, each PSRB employee is expected to:

- contribute to a positive and productive work environment
- work cooperatively with co-workers
- participate in team and agency development and training activities
- provide excellent customer service to the public, co-workers, and other state employees
- advance the mission of the agency by treating all customers, stakeholders, partners, and co-workers with dignity and respect
- contribute to a work environment where individual and cultural differences are valued and respected

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date