



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/21/11

Agency: Oregon Department of Corrections

Facility: Human Resources Division

New Revised

This position is:

- Classified
 Unclassified
 Executive Service
 Mgmt Svc – Supervisory
 Mgmt Svc – Managerial
 Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Executive Support Specialist 1</u>	b. Classification No: <u>X0118</u>
c. Effective Date: <u>07/01/2007</u>	d. Position No: <u>0710008</u>
e. Working Title: <u>HR Support Specialist</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>HR Operations Administrator</u>	h. Budget Auth No: <u>001031530</u>
i. Employee Name: _____	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Salem, Marion</u>	
l. Supervisor Name (Optional): <u>Maggie Wollaston</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 Department of Corrections is a key component of Oregon's Public Safety Program. The department provides for the incarceration of violent offenders and career property criminals. The department operates programs through 14 institutions located throughout the state and is expanding to keep pace with the growing need for various correctional facilities.

The Human Resources Division is agency-wide serving over 4500 permanent full-time and part-time employees located throughout the state. The Human Resources Division is responsible for merit system law/rule interpretation and administration of the human resources programs which include, but are not limited to, recruitment/selection, personnel record keeping, FMLA/OFLA, employee relations and consultation, disciplinary issues, counseling, grievance resolution, policy/procedure development, training/development, affirmative action, safety/health, as well as worker's compensation and loss control/risk management issues. The Human Resources Division staff provide these services to agency employees, managers and supervisors, other agencies and/or the general public to enable them to achieve the department's mission to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The Human Resources Division provides internal consulting services to every department, facility and program; it

supports affirmative action and equal employment; monitors and evaluates compliance with civil rights laws, state and federal laws and regulations, labor agreements, and the Department of Corrections rules and procedures governing the provision of services to employees, inmates, and the public; partners with the safety officer on early return to work programs, controlling Worker's Compensation costs and creating a healthy work environment for staff.

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:

Provides confidential administrative, technical, clerical and office management support for the Chief Human Resource Administrator, Human Resources Operations Administrator and staff for both units.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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%	NC	E	<p>Administrative Duties: Assists in developing and implementing program policies and procedures. Helps resolve program problems and discusses program goals and objectives HR Exec Team.</p> <p>Research, gather and compile information that directly assists managers in the collective bargaining of five separate collective bargaining agreements. Prepares reports, graphs, data and documents for collective bargaining. May be required to attend collective bargaining sessions for the purpose of updating bargaining proposals and taking officially recorded minutes.</p> <p>Actively participates in staff meetings, HR Policy/Procedure review, HR Process review and team building. Develops and maintains process for updating HR Policies and generates completed policies to agency HR Manual holders. Completes special projects, studies, and reports for the HR team. Prepares and distributes agendas and minutes of team meetings. Facilitates / Coordinates projects.</p> <p>Maintains, tracks, and reports progress on division goals and objectives.</p> <p>Performs research activities and assembles data from a variety of sources to provide information and special reports.</p> <p>Compiles information used in the preparation of the HR Division biennial budget, monitors monthly expenditures against adopted budget. Runs monthly and special budget reports on the AFAMIS system; sets up and maintains division spreadsheets on Excel. Designs and runs reports on the PPDB system as back-up.</p> <p>Assists in legislative tracking activities by working with the Public Affairs Office to obtain information on scheduled work sessions and hearings, maintaining a central filing system for all agency related legislation, and/or supporting testimony.</p> <p>Assists in the policy and rulemaking process including maintaining appropriate records for agency related Administrative Rules sent to the department's Rules Coordinator.</p> <p>Maintain ultimate confidentiality and discretion with personnel/sensitive issues.</p> <p>Coordinate NIC trainings/videoconferences: arrange for site locations, prepare announcement for e-mail distribution, and prepare handouts for contact staff throughout the state</p>

			<p>Deliver training in office procedures to new and existing employees.</p>
60%	NC	E	<p>Secretarial / Office Management Support: Maintains continuous liaison with agency Management Team to coordinate commitments. Maintains Chief Human Resources Administrator's and HR Operations Administrator's calendars, schedules appointments and meetings. Assists in organizing meetings with outside agencies. Make arrangements for meetings</p>

and special conferences; arrange travel itinerary and accommodations; prepare and submit travel and expense.

Processes confidential information related to all aspects of Human Resources. Locates, assembles, edits, and summarizes material, information, and data for administrative action. Responsible for maintaining subject matter files and related correspondence. Maintains files of correspondence, documents, reports, instruction and similar material requiring rapid retrieval. Maintains personnel/timesheet records for staff. Prepares timesheets for signature and distribution. Opens and distributes mail for the office. Check, sort and distribute incoming and outgoing faxes. Responsible for assigning keys and security codes for division staff.

Operates personal computer, word processing equipment and various software programs in the preparation of correspondence, memos, charts, graphs and tables. Composes and types replies to. Distributes reports and prepares briefing documents for meetings. Copies and faxes material/responses as appropriate and necessary. Takes minutes at meetings.

Performs a variety of liaison activities with department managers/staff and outside agencies. Receives scheduling requests and arranges meetings/time/ location with other department assistant directors, managers/staff and others, including legislators, Governor's Office, Department of Administrative Services, and the Attorney General's Office. Arranges interview schedules for employment applicants.

Reads and reviews all mail. Determines necessary action required and handles personally or gives to appropriate section or staff member.

Completes special projects/assignments.

Maintains tracking system for correspondence/questionnaires/ assignments from Director's Office and others, which are distributed to staff for response to ensure timeliness.

Receives and screens telephone calls and visitors, answers questions, provides information, resolves problems, responds to complaints, or routes caller/visitor to appropriate official for action.

Maintains supplies, researches purchases, and order supplies.

Research products, prices and trainer needs to assess the most cost-effective approach to purchase. Enter requests, track delivery, receive on-line and notify Accounting, when appropriate.

Coordinate with trainers to ensure that all classroom training materials including notebooks, handouts, packets and certificates are accurately and timely delivered; originating copy center orders as necessary.

Arrange for repair of disabled equipment. Coordinate training facility

10%	NC	E	<p>maintenance and repair, as requested.</p> <p>Responsible for inmate custodian: assigning tasks, reviewing work if necessary, ensuring check in sheet is completed timely, checking tools in and out of caged area/shadow board as needed to complete tasks, downstairs area searches for contraband or unauthorized items.</p> <p>Other Duties/Functions May supervise part-time or temporary employees. Update staff phone/address list to enable staff to immediately contact one another. May attend training in automation that increases efficient clerical and administrative skills. May provide assistance to other sections. Other duties as assigned.</p>
-----	----	---	--

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.

Office environment requires confidentiality, tact and sensitivity. Occasional travel and overtime to meet deadlines may be required. Working at computer for extended periods of time.

Daily contact with inmates on work assignments within the building.

Is expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

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.

Department Rules and Policies; DAS Administrative Rules; Oregon Revised Statutes Computer equipment/software manuals, HR Manual, American Correctional Association Standards, National Institute of Corrections Programs, American Disability Act, OROSHA regulations, Department of Public Safety Standards and Training.

b. How are these guidelines used?

As reference documents to ensure procedures are correct and/or as source documents for research and data gathering.

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?
---------------	-----	---------	------------

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

DOC Managers, staff employees	Telephone/in person/Email	To receive and disseminate information, schedule meetings	Daily
Other State Employees	Telephone/in person/Email	Receive/respond to inquiries	Daily
General Public	Telephone/in person/Email	Receive/respond to inquiries	Daily
Legislators and their staff	Telephone/Email	Schedule meetings and/or relay information	Occasionally

SECTION 7. POSITION RELATED DECISION MAKING

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

This position must maintain confidentiality related to Human Resources and collective bargaining. Prioritize and schedule personal workload to assure timely response to department and individual project needs, providing complete and accurate information, reports or materials needed to carry out the mission of the department. This position must work with a high degree of independence under general direction of the assistant director/administrator. Consult with supervisor as necessary to obtain direction, clarification of expected results, confirm interpretation of regulations, and seek guidance in complicated or unclearly defined areas. Decisions made by this position are a direct reflection of the Chief Human Resources Administrator and the administration of the divisions and the department.

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>				
Principal Executive Manager F	8700504	Discussion	Daily	To ensure consistency and accuracy, Employee/Unit growth and development

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

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 |

Disciplines and rewards

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:

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

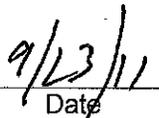
Date

Supervisor Signature

Date



Appointing Authority Signature



Date