



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/10/11

Agency: Department of Corrections

Facility: Coffee Creek Correctional Facility

[] New [x] 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: Office Specialist 2
b. Classification No: C0104
c. Effective Date: October 10, 2011
d. Position No: 0100.455
e. Working Title: Inmate Work Program - OS2
f. Agency No: 29100
g. Section Title: General Services
h. Employee Name: Vacant
i. Work Location (City - County): Wilsonville, Washington Co.
j. Supervisor Name (optional): Royce Marlin
k. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
l. FLSA: [] Exempt If Exempt: [] Executive [] Professional [] Administrative
[x] Non-Exempt m. Eligible for Overtime: [x] 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.

Coffee Creek Correctional Facility is a 1,672 bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF Superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operations of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinated by the facility administration include: Health Services, Mental Health, Alcohol and Drug, Work Force Development, Oregon Correctional Enterprises, Offender Information and Sentence Computation Unit.

The CCCF Minimum-Security Unit is located outside the secure perimeter of the main institution, within a separate fenced compound. The unit provides dormitory-style housing for 540 incarcerated women classified as minimum custody, 432 general population and 108 in residential treatment beds, which are typically serving shorter prison sentences and/or within a few months of release. There are two inmate living buildings; one is

for general population and one for a residential alcohol and drug therapeutic community. Programming for general population inmates include adult basic education, workforce training, life skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments, a "cottage industry" program and community service work crews.

Coffee Creek Correctional Facility emphasizes implementation of the Oregon Accountability Model (OAM), which states that all staff of the Oregon Department of Corrections are responsible for contributing to long-term public safety by influencing sustainable offender change. The OAM depends upon a team approach to custody with the 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 DOC 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 OAM.

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:

Provide a wide variety of tasks needed to maintain the office setting of the Inmate Work Program (IWP) section including, performing and ensuring the timeliness of attendance roster data entry, developing and maintaining filing systems, processing inmate communication responses, providing general clerical support and fostering a positive environment through communication and a positive attitude toward DOC staff, inmates and the general public.

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
50%	R	E	<p><u>Processing/Monitoring Daily Attendance Rosters-Inmate Timesheets:</u> Retrieve daily attendance rosters from designated drop locations in the facility. Coordinate with the inmate clerk to ensure rosters are properly sorted and in the designated order by program.</p> <p>Responsible to completely and accurately enter the inmate work attendance rosters in the AS400 system to ensure inmates are credited for work performed. Print missing attendance roster report weekly to identify any missing rosters. Contact section supervisors to ensure completion and submission. Communicate with staff from all sections of the facility to ensure attendance is completed in a timely manner according to guidelines of the Oregon Administrative Rule 291.201 and CCCF Policies and Procedures.</p> <p>Identify any training issues in roster completion and address with staff member and/or supervisor. Identifies system enhancements that</p>

			<p>may improve effectiveness or efficiency of program.</p> <p>Must be knowledgeable in the Oregon Administrative Rules on Inmate Assignment Management, Performance Recognition and Awards System (PRAS) and CCCF Procedures and Processes related to the Inmate Assignment Process.</p> <p>Maintain attendance roster files, on a daily basis, for the current fiscal year. Archive files from the previous fiscal year on a monthly basis. Purge archived files in accordance with the DOC archive policies.</p> <p>Responsible for supervision of inmate clerk ensuring that all assigned work is completed as required.</p> <p>Investigate discrepancies in inmate PRAS awards and work with individual supervisors to bring resolution. Request award corrections through Central Trust. Maintain and archive requests per policy.</p>
25%	R	E	<p><u>Processing/Monitoring Employment Office:</u> Post recruitment notifications as requested by section supervisors.</p> <p>Review applications to ensure candidates meet the minimum qualifications and forward successful candidates to the section supervisor.</p> <p>Schedule inmate interviews in the AS400 as requested by section supervisors. May participate on the interview panel as necessary.</p> <p>Enter inmates into work assignment as requested by section supervisor based on the completion of the "job request form," and archive according to the policy.</p> <p>Complete correspondence to the inmate regarding the employment process to include hire letters, failure to qualify or 'not selected' letters.</p>
5%	N	E	<p><u>Inmate Contact and Communication:</u> Available for weekly open office hours to discuss with inmates: job availability, PRAS questions and other topics based on inmate concerns.</p>
15%	R	E	<p><u>Clerical Support:</u> Generate complex and varied documents in rough draft and final form. Work independently using judgment in interpreting author(s) instructions and discerning content errors to ensure accuracy. Generate documents from rough draft to final form. Edit and proof-read documents produced by self or others for punctuation, grammar, spelling, capitalization and format using MS Word and MS Excel.</p> <p>Generate and submit office supply orders for use in the Inmate Work Program offices to the Assistant Superintendent of General Services Executive Support Specialist. Upon receipt of supplies, make sure all items ordered are received and distribute to staff/section and return appropriate paperwork to the Business Office. Inventory supplies to ensure ample amount in stock. Fill requests for supplies as needed</p>

			<p>for Inmate Work Program staff.</p> <p>Maintain files for all office records including copies of inmate communications/responses, purchase requests, work orders, invoices and other various documents pertaining to the daily operation of the Inmate Work Program section in accordance with DOC archive policies.</p> <p>Respond to phone conversations from facility staff, outside agencies, etc. Retrieve daily mail, respond to daily correspondence and send various reports to DOC staff via MS Outlook.</p> <p>Generate spreadsheets and databases as needed to track relevant Inmate Work Program statistics and other critical information to be included in a monthly report.</p> <p>Respond to inmate communications interpreting and applying the relevant Inmate Work Program administrative rules to provide a clear and concise explanation.</p> <p>Provides other clerical assistance, as well as, cross-training for the CCCF receptionist and mailroom assistance as needed.</p> <p>Conducts a safety and sanitation check of the administration area and completes all necessary paperwork.</p> <p>Will role model and demonstrate responsibility, integrity, teamwork, respecting others, constructive change and the participation of all.</p>
5%	R	NE	<p><u>Other Duties as Assigned:</u></p> <p>Any additional tasks assigned by the Assistant Superintendent of General Services or the Inmate Work Program Coordinator.</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.

Coffee Creek Correctional Facility is tobacco free. Use of tobacco products is prohibited within the buildings or on the grounds. Work is performed inside the secure perimeter of an adult prison, housing maximum, close, medium and minimum security inmates. Inmates have the potential for becoming angry, hostile, abusive and aggressive increasing the risk to employees of being taken hostage, physical injury and/or death. There is the inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment, contraband and to document the occurring of any unusual incidents. This position is covered under the Police and Fire Retirement System.

Performance of the position involves sitting for long periods of time. Traveling long distances to get to a work station or other area of the institution to perform work is common. Some areas are only accessible by stairs. Also necessary, is the operation of computer equipment for work processing, electronic mail and other specialized program access/usage, potentially for long periods of time.

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 of Corrections Rules and Procedures
 Coffee Creek Correctional Facility Procedures and Post Orders
 Administrative Directives
 Oregon Revised Statutes
 Oregon Accountability Model
 Collective Bargaining Agreements
 Computer software and equipment manuals

b. How are these guidelines used?

These guidelines are used as reference sources in managing institution day-to-day work program operations and in developing contracts and agreements with public and/or private sector entities for the use of inmate labor.

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>			
DOC Administration	Person, telephone, fax, email, written	Liaison/Information/Operations	As needed
CCCF Administrators and Program Managers	Person, telephone, fax, email, written	Liaison/Information/Operations	Daily
Other DOC Staff	Person, telephone, fax, email, written	Liaison/Information/Operations	Daily
Inmates	Person/written	Response to inquiries	As needed
General Public	Person, telephone, written, fax	Information/Operations	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions on proper grammar and punctuation are made. This eliminates revision and corrections on documents and the interruption of other staff activity in this section. Decisions surrounding personal work

load completion that, if not completed in a timely manner, can affect inmate PRAS awards and timely communication with inmates thereby causing concern for staff and inmates.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Assistant Superintendent, Principle Executive Manager F	9912.059	Verbal or written	Daily, or as needed	To ensure smooth operation of the General Services Unit.
Inmate Work Program Coordinator, Program Rep. 2	0100.448	Verbal or written	Daily	To ensure smooth operation of functional unit.
Minimum Facility Manager, Principle Exec Manager D	9912.066	Verbal or written	As needed	To ensure smooth operation of functional unit.

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

SECTION 9. OVERSIGHT FUNCTIONS

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 |
| <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

As an employee of CCCF, there is an inherent responsibility to provide security within the work area and throughout the facility. Will have constant exposure to adult female inmates within a prison setting. May be exposed to emotionally and mentally unstable inmates within the work environment.

Thorough knowledge of personal computer including word processing, phones, copy machines and various other office equipment. Ability to perform and prioritize a variety of functions.

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>		
N/A		

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		