STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

This position is:
- ☒ Classified
- ☐ Unclassified
  - ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Department of Corrections

Facility: PDU Administration

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Training & Dev. Specialist 1	**b.** Classification No:	C1338
c. Effective Date:		**d.** Position No:	900293
e. Working Title:	Forced Skills Trainer JR	**f.** Agency No:	29100
g. Section Title:	Prof. Development Unit	**h.** Budget Auth No:	001096100
i. Employee Name:		**j.** Repr. Code:	AAON
k. Work Location (City – County):	Salem-Marion		
l. Supervisor Name (Optional):	Thomas Cramer		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ 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 Human Resources Division manages the personnel-related services of recruitment, affirmative action, employee development and training, employee safety and risk management, organization and leadership development, and consultation and assistance in administering the departments' classification, compensation, human resources policies, and labor contracts. The division develops and implements a comprehensive, full-service human resources program that enables the department to effectively recruit, develop, and retain a highly qualified and rapidly growing workforce of employees, volunteers, and contractors.

The Professional Development Unit is a part of the Human Resources Division. The function of this section is to assist the Department's institutions and functional units and the employees therein in achieving the Department's mission and goals by developing, coordinating, delivering and evaluating a variety of employee development programs intended to enhance knowledge and skill while fostering cooperation. The programs include Basic Corrections Course, New Employee Orientation, Contractor Orientation, annual In-Service training, Basic Firearms training, Preparation for Supervision, Instructor Development, Tactical Emergency Response Team Basic training, and other content-specific instructor training opportunities. In addition, the Professional Development Unit provides work-site consultation to intact work groups and teams in order to support program direction and operations, and to identify and provide internal and external developmental resources. The Professional Development Unit is also the

principal point of contact for coordination of training and certification with the Department of Public Safety Standards and Training for the Department's employees covered under the DPSST.

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:

Deliver force skills and other related training primarily to institutions in Salem area, but also statewide. Courses include but are not limited to firearms training, defensive tactics, cell extraction, transportation and restraints, use of force training, Taser, OC Spray, CPR/First Aid, Oregon Physical Abilities Test, and Reality Based Training.

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.

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.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
70%	N/C	E	**Instructional Planning and Delivery** Deliver training approved by DPSST as the certifying entity for the Basic Corrections Course. Assist in the development of basic curriculum learning goals and performance objectives by using the current job task analysis. Assist in developing complex instructional training courses primarily related to force skills and health and fitness training by participating in workgroups and through researching and applying current training standards. Create simple or participate with higher-level specialists to design complex training materials, handouts, lesson plans and audiovisual presentation materials. Adapt pre-designed training to meet instructional objectives. Coach and give constructive comments and advice to trainees on skill performance by observing trainee performance and using pro-social language to motivate them.

			Plan and schedule training courses and arrange for training rooms and equipment. Improve instructional materials, lesson plans, handouts, or demonstrations by providing updates based on evaluation of trainee feedback, trainee performance, or changes to rule, policy, or law.
20%	N	E	**Training Evaluation** Evaluate and document trainee achievement of learning objectives primarily in force skill and health and fitness related subjects by directly observing trainee performance and documenting outcomes on appropriate forms. Evaluate curriculum for improvements, or determine whether there is a need for new training by conducting a needs assessment or through the observation of trainee performance concerns. Evaluate training effectiveness by monitoring trainee performance while in the training program and by job performance or soliciting input from managers on employee training-related job performance.
10%	N	E	**Equipment Management and Inventory** Maintain an electronic inventory of all equipment assigned by developing and maintaining a spreadsheet that contains all equipment necessary for all trainings. Ensure equipment is in good working order, clean, and proper amounts are on hand to conduct training. Work with other Professional Development Unit staff to order new equipment.

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.

This is a physically demanding position that requires a full range of movement including lifting, bending, squatting, kneeling, jumping, aerobic exertion, and standing for long periods of time. Employee must be able to kick, punch, fall to a mat, and be struck by others in a controlled environment. Work may be outdoors in inclement weather conditions. May work alone in an Institution; possible encounters with abusive and/or hostile inmates pose the risk of physical injury including being taken hostage. Requires occasional lifting of boxes weighing up to 50 lbs. Requires travel throughout the state and frequent public speaking. Requires exposure to normal situations associated with Force Skills Programs; Physical environment, exposure to firearms, chemical agents etc.

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 Mission, Vision, Value Statement; Department of Corrections Rules and Policies Oregon Revised Statutes; American Correctional Association Standards; National Institute of Corrections Programs; Americans with Disabilities Act; OROSHA Regulations; Department of Public Safety Standards and Training Administrative Rules; Position Descriptions and Post Orders for DOC employees

b. How are these guidelines used?

Reference/resource materials to establish procedures for performance of task and program activities and to establish guidelines pertaining to program development and delivery.

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 curser at end of a row (outside table) and hit "Enter".			
DOC Staff	In person, phone, email	Program review and approval, delivery of daily instructional material and training content	Daily
External Public Safety staff (NIC, DPSST and local agencies)	In person, phone, mail and email	Program delivery	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

Analyze the training environment to ensure the safety of the participants.
Analyze the training practices to ensure the safety of the participants.
Policy recommendations.
Interpretation of labor agreements regarding represented staff scheduling.
On the spot modification of training techniques to meet the needs of individual participants and audiences.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position? Professional Development Unit Administrator

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
PDU Administrator	0900290	In person consultation, staff meetings, email	As needed	Program development, policy interpretation and statewide consistency

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

Requires confidentiality, accuracy, and a high level of production. Essentially self-managed; responsible to deliver broad statewide programs and independently respond to regional, Institution-specific or other local needs. Communicates and acts as liaison with Professional Development Unit Administration on matters generally related to statewide consistency of content, program and policy, and occasionally to program scheduling and logistics.

Performance in physical skills training; Physical ability to be participate/perform all Force Skills moves certified by approved vendor. Ability to qualify with all departmental weapons that employee will instruct. Physical ability to be certified by approved less lethal vendor, Defensive Tactics, Taser, etc.

Position requires a valid driver's license, ability to transport a single or dual axle trailer, personal computer skills, ability to operation a copier, fax machine and poster printer.

Position requires the ability to be certified, and maintain certification as an instructor through DPSST.

Position is must meet the requirements of the Federal Gun Control Act of 1968 and the ODOC policy 20.1.4

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

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

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