



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/01/11

This position is:

Agency: Oregon Department of Corrections

Division: Operations

New Revised

- Classified
 Unclassified
 executive service
 Mgmt Svc - Supervisory
 Mgmt Svc - Managerial
 Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Physical/Electronic Security Technician 3
b. Classification No: C4039
c. Effective Date: 7/01/1987
d. Position No: 6000829
e. Working Title: Electronic Security Specialist
f. Agency No: 29100
g. Section Title: Physical Plant
h. Budget Authorization No: 000094410
i. Employee Name:
j. Representation Code: AAON
k. Work Location (City-County): Pendleton-Umatilla
l. Supervisor Name (optional): Jason Holt

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 mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult male felons meeting medium-security classification requirements; yet routinely manages close custody and minimum security classified inmates. The 58-acre institution property is highly visible to the public inasmuch as it is located between the two major access routes to Pendleton and within the city limits. EOCI operates with a biennial budget of approximately \$64 million, with a full time staff of 426. The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with a five thousand foot, electronic perimeter security system.

The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are available in the form of: education, leisure-time activities, meaningful work assignments, and participation in special needs programs.

The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long-term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

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:

Coordinates, instructs skilled, semiskilled and unskilled inmates in the operation, maintenance and repair of physical plant systems, equipment and building structures within a correctional institution. Performs trade level work as described in the following description of duties.

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 FIRST TWO ITEMS LISTED ARE ESSENTIAL ELEMENTS OF ALL DUTIES OF THE POSITION AND MUST BE ADHERED TO AT ALL TIMES.

The Oregon Accountability Model (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 is 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.

Has responsibility for custodial duties which include handling inmate incidents and preventing escapes through control of keys, tools, and contraband. Assists in the supervision and direction of inmate workers. Searches inmates and areas on an as needed basis.

% of time	N/R/NC	E/NE	DUTIES
30%	R	E	<p>Responds to user requests (users will normally be Assistant Superintendents and Superintendent but may include any staff at EOCI) for information regarding changes, enhancements, modifications to electronic security systems. Design, develop and program any necessary/requested changes to the electronic security systems' software; i.e. configure software for touch screens, networked fire alarm systems, video/audio recording systems. Design, develop and maintain several security network systems using products such as; i.e. Wonderware (Touch Screen), Allen Bradley, Koyo and GE PLC's, intercom systems, closed circuit TV (CCTV), and perimeter detection. Develop and make extensive programming changes to the existing security systems and/or design and develop new security control systems as needed to meet current and future Institution needs. Review electronic equipment computer programming for problems and effectiveness and make necessary changes. Make computer programming changes to equipment. Respond to emergency failures of equipment and systems and troubleshoot and make repairs using technical manuals and wiring diagrams. Conduct diagnostic evaluations of security system equipment. Plan and complete regular inspections and preventative maintenance according to manufacturer's specifications, to assure proper maintenance of all security systems.</p>
20%	N	E	<p>Function as Network Administrator for the institutions security network. In addition to overall administration; design, develop and install additions to the network as needed, maintain integrity of the network, assign IP addresses and regulate all users that have access to the network. Maintain, repair existing computers and setup and configure new computers and all other equipment that is tied to the security network</p>

10%	N	E	Design, develop, configure the set up of and install DVR (Digital Video Recorders.) Retrieve electronic video images as requested. Save retrieved images to CD and/or DVD as needed. Maintain and repair equipment as needed. Configure, setup, install video retrieval software and maintain computers for video viewing via the security network. Administer, setup and manage user access profiles. Train staff on use of video retrieval software. Respond to and resolve problems users encounter while using and retrieving electronic video images from the DVR's.
20%	R	E	Respond to and resolve user problems while using electronic door operation monitoring/control systems; touch screens, fire alarm systems, and video/audio recordings systems; performs cause analysis troubleshooting to resolve problems with the institution's computerized security systems. Track trends and outages and use the results to improve system performance. Review construction plans and specifications for electronic door hardware, security systems and Americans with Disabilities Act (ADA) door operators to ensure adherence to fire and life safety standards, building codes and agency standards. Communicate recommendations to management, project managers, and/or contractors.
5%	NC	E	Research new manual and computer controlled electronic systems and current state-of-the-art technology to execute new installations. Researches and provides documentation relative to new electronics systems are current state-of-the-art technology. Plans, organizes and executes new installations. Integrate new equipment with existing equipment and do adaptation testing.
3%	NC	E	Prepares monthly reports, electronic systems status reports, perimeter fence alarm status report.
3%	NC	E	Exercises supervision and control of tools and equipment critical to the security of the institution.
7%	NC	E	Maintains technical library of repair manuals for all active equipment, schematics and wiring diagrams, technical bulletins relative to Corrections, and equipment field changes, distributor's catalogs, manufacturing catalogs and specification sheets. Manage, coordinate, and inspect projects to ensure adherence to agency standards, contractual agreements, federal, state and local codes and regulations. Maintain inventory of the program's equipment and supplies, and recommend inventory adjustments.

2%

NC

E

Performs other duties as assigned

This position requires the inherent responsibility for security of the Institution through charge and control of inmates, including responsibility to: Personally handle inmate incidents in the employee's immediate work area; prevent escapes through proper control of keys, tools, and contraband, and documenting unusual incidents as they occur.

Employee may coordinate work flow and assign work to adult inmate workers. Employee may direct inmate to follow rules, policies, procedures and security guidelines; instruct and train inmates on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employee may evaluate inmate work performance; search inmates and area for contraband; verify and sign inmate time cards; monitor work area for cleanliness and order; and direct inmates in cleaning methods.

100%

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.

Work is performed in a prison that houses maximum, close, medium, and minimum-security inmates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive, increasing the risk for employees of physical injury, death, and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

The work locations vary from new to old building structures there also may be towers, walls, service tunnels, pipe chases, electrical chases, etc. All locations have multiple floors and tiered inmate housing which require the use of stairs. Walking to get to assigned work station or in the performance of work will be required, this may be long distances.

Working conditions in service tunnels and pipe chases may include: poor ventilation, high temperatures, poor lighting conditions, etc. Workers may be exposed to or work in inclement weather conditions, which can include rain, standing water, snow, ice, etc. Some work may involve walking and working on uneven ground. When working on, near or around storm drains and sewer systems, the worker may be exposed to contaminants. When working on, near or around heat exchangers, steam piping, and boilers, there is a possibility of burns from hot pipes and exposure to boiler chemicals. Work may include frequent lifting and carrying of equipment (light, medium, and heavy). At times, may work alone, in small groups, or in large groups of both employees and inmates depending upon operational needs. The use of hand tools, powered hand tools, stationary and portable power equipment, painting equipment, ladders, platforms, scaffolding, power lifts, etc. may be required.

At some locations work may include being near to and possibly working with asbestos and/or lead based paint. Workers will be required to use Personal Protective Equipment (PPE) and safety programs (Respiratory Protection, Asbestos, etc.) as dictated by the work and location.

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.

FCC Regulations: Title 10 Code of Federal Regulations, Part 13; U.S. Bureau of Prison Standards; Oregon Department of Corrections Rules and Procedures; Institution Procedures, Administrative

b. How are these guidelines used?

These guidelines establish the parameters and scope of employment, provide directions and instruction, serve as a reference resource, and provides necessary knowledge to maintain security and perform proper maintenance and repair within a large, adult correctional facility, thus assuring institution operations and programs are consistent with Federal, State, and Department of Corrections requirements.

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?
Tool Vendors	Telephone/Written	Purchase Tools	As Needed
Parts Vendors	Telephone/Written	Purchase Parts	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Directly supervises, instructs and coordinates a crew(s) of inmate workers and is responsible for the proper maintenance, repair and/or replacement of equipment, buildings, and grounds. Conferring with supervisors and appropriate internal/external resources is necessary and required when assignments dictate. Sound, independent judgment is necessary and required.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principle Exec/Manager E	6000674		As Needed	Ensure work is accomplished according to established standards.
Maintenance & Operations Supv.	6000673		Daily	Ensure work is accomplished according to established standards.

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 |

