STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/06/2013

This position is:

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

Agency: Oregon Department of Corrections

Facility: Oregon State Penitentiary

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Office Specialist 2	**b.** Classification No:	C0104
c. Effective Date:	February 1, 1998	**d.** Position No:	9702008-0
e. Working Title:	Office Specialist 2	**f.** Agency No:	291
g. Section Title:	Correctional Rehabilitation	**h.** Budget Auth No:	000650340
i. Employee Name:		**j.** Repr. Code:	CP

k. Work Location (City – County): Salem/Marion

l. Supervisor Name (Optional): Amy Pinkley-Wernz

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.

This job exists within the Activities Section in the maximum security facility that houses approximately 2,200 + adult male felons. This section provides cultural, educational and recreational opportunities for all inmates at OSP, thereby their work has a significant impact on OSP as a whole. The budget for this position is set by the Oregon Department of Corrections and is maintained by the Assistant Superintendent of Correctional Rehabilitation.

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 support services to the Activities Services section of the Oregon State Penitentiary. Ensure the timely and accurate flow of information necessary to the smooth operation of the OSP Activities section. The Office Specialist 2 provides support services primarily to the Activities Section, Assistant Superintendent of Correctional Rehabilitation and related areas as needed. The Office Specialist 2 will assist the Activities Section with data entry, filing, entering call-outs, inmate job assignments, processing Special Activity Event Notices, minute meetings, scheduling and other support related tasks.

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) and Correctional Case Management depend 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. This position Is a vital part of the Correctional Case Management (CCM) by providing support to Activities staff in implementing and running the Recreation programs, clubs and events and by communicating with Correctional Counselors on significant inmate events and issues.

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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
85%	R	E	**Activities Support** Ensures Special Activity Event Notices are signed by all parties in a timely manner. Processes as per policy. Enters inmate call-outs for the Recreation Specialists. Reviews, processes and responds to Inmate Communication forms using independent judgment to answer questions from inmates. Issues and retrieves necessary supplies to inmates. Develops creative uses of resources to meet inmate and program needs. Assists the Recreation Specialists and Assistant Superintendent of Correctional Rehabilitation with support tasks, including filing, faxing and photocopying as needed, calendaring, creating spreadsheets and completing special tasks as assigned. Works independently to ensure these tasks are performed when needed.

			Maintains vigilance in security measures, and provides surveillance to ensure inmate control while using the Activities Section and therefore, assists in providing security to the institution. Maintains proper key and tool control and conducts inspection of security equipment. Knowledgeable of complex and diverse Activities Section materials and exercises judgment regarding confidentiality of materials. Assesses and tracks volunteer/visitor participation in social and athletic activities. Completes Law Enforcement Data System (LEDS) for security clearance. Records Administrative Check requests and Receipts. Attends weekly Program Review Committee (PRC) meetings and records official action through meeting minutes. Maintains agenda. Attends monthly President's meeting and keeps minutes. Contacts outside agencies, vendors, Recreation Staff, visitors and volunteers to ensure Activities events are organized appropriately. Completes ordering of general office supplies for inmates and Activities Staff, athletic equipment and food/beverages for club Banquets. May be Small Purchase Order Transaction System (SPOTS) certified and familiar with price agreements, purchasing procedures and budget information. Completes and reconciles Activities Staff timesheets; tracking Family Medical Leave Act (FMLA), Sick Leave, Vacation Time, Modified Duty, Leave Without Pay and Savings Association Insurance Fund (SAIF) Claims. Tracks monthly overtime usage and sends monthly report to supervisor. Processes Inmate 'Requests for Withdrawal of Funds' (CD-28) forms. Must be knowledgeable of inmate and club funds. Completes monthly Activities Report.
5%	R	E	Provides coverage for the Library Coordinator during that person's absences. Operates the legal and general library, maintaining control and security of up to 60 inmates twice a day.
5%	R	E	**<u>Correctional Rehabilitation Support</u>** Provides back-up services to sections within the Correctional Rehabilitation section as needed, including LEDS checks, completing letters and reports for the Counseling Section, photocopying documents and assisting with diverse tasks. May work independently to schedule call-outs for all Correctional Rehabilitation staff, Parole Board psychologists, and other duties. Assists with social security replacement card reordering for all inmates, Performs Notarial Services for inmates.

5%	NC	E	Additional diverse duties may be assigned as needed.

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 position is located inside a maximum security adult male correctional institution and employee may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. On a daily basis, inherent custodial duties include control of institution keys by maintaining proper custody, use and reporting discrepancies; enforcing department and institution directives for safe and secure operations/security. Employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment and contraband, and to document unusual incidents. This person is subject to recall to the institution in the event of an emergency and is to maintain preparedness for emergencies by reading and following the Emergency Response Plan Manual. Maintains professional demeanor, code of ethics, and good communication to create a safe work environment. The employee in this position works in an office environment where conversations and paperwork are generated of a sensitive nature on a daily basis and must possess the ability to keep this information confidential.

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.

Oregon Department of Corrections Rules & Procedures
Oregon State Penitentiary Procedures
Software Manual
Law Enforcement Data system manual

b. How are these guidelines used?

The Rules and Procedures govern the operation of the Oregon State Penitentiary. These are used daily in dealing with staff, visitors (both officials and general public) and in telephone conversations.

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".

Correctional Rehab. Staff	Person/Phone	Tasks	Daily
OSP Staff	Person/Phone	Inquiries	Daily
DOC Staff	Person/Phone	Varies	Daily
Other Inst. Personnel	Person/Phone	Information Exchange	As needed
Agency Staff	Person/Phone	Coordinate Information	As needed
Inmates	Person/Phone/Mail	Operational	Daily
Contract Staff	Person/Mail	Information Exchange	As needed
Community Stakeholders	Person/Phone/Mail	Varies	As needed
Vendors	Person/Phone/Mail	Varies	As needed
Volunteers	Person/Phone/Mail	Varies	As needed
Inmate Family Members	Person/Phone/Mail	Varies	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Assist in decision-making by recommending compliance with all applicable directives. Assist in decision making of inmates assigned to the Recreation Department. Makes recommendations regarding inmate job assignment based on established procedures.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

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".

Assistant Superintendent of Correctional Rehabilitation	7113001	Through personal observations and communications with other facility staff and collateral agency personnel.	Performance is reviewed on an ongoing basis and at least annually.	Performance is reviewed to determine program efficiency and effective compliance with position description and work plan, to communicate areas of strengths and weaknesses and set future goals and objectives.

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:

Employee must possess ability to follow specific guidelines, use appropriate judgment in solving routine problems arising in the course of completion of assigned tasks. Must be able to work effectively under pressure of deadlines, disruptive conditions, and changing priorities. Requires good organizational and communications skills. Must be able to deal with subject matters that may contain descriptive, obscene, and violent portrayals. Must be able to carry files, climb stairs, and do considerable walking even in inclement weather. Must be able to work in a production environment which requires doing many repetitive projects.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Keyboarding; proficiency with word processing, Microsoft Word, and spreadsheet software; composing general correspondence; and proofreading and editing documents for spelling, grammar, punctuation, and format, LEDS certification, skills to track documents.

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	9-6-13 Date
Appointing Authority Signature	Date		