



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
8/9/12

Agency: 291

Facility: OSP

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>Exec. Support Specialist 1</u>	b. Classification No: <u>C0118</u>
c. Effective Date: <u>07/07/1987</u>	d. Position No: <u>0309001</u>
e. Working Title: <u>Executive Support</u>	f. Agency No: <u>291</u>
g. Section Title: <u>Correctional Rehabilitation</u>	h. Budget Auth No: <u>000087150</u>
i. Employee Name _____	j. Repr Code <u>CP</u>
k. Work Location (City – County): <u>Salem/Marion</u>	
l. Supervisor Name (Optional): <u>Amy Pinkley-Wernz</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	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

**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 purpose of the Activities Section is to provide a variety of activities and services which reduce inmate idleness within the institution, provide opportunities for self-improvement and recreational skill acquisition for those inmates who choose to participate, encourage continued contact with the community, ensure appropriate classification and assignment, and provide job readiness through a series of cognitive programs and skill building programs.
- 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 confidential support for the Correctional Rehabilitation Section in all areas related to the operational needs of this section. This includes providing support services for the following areas: Assistant Superintendent of Correctional Rehabilitation, Correctional Rehabilitation Manager, Counseling unit, Legal Library and Activities Section. This is done through various services including completion of monthly timesheets, word processing, development of graphs, forms and correspondence, handwritten and electronically transmitted documents. This position operates

under all applicable Department of Corrections Rules and Procedures and OSP Procedures for the purpose of maintaining security, safety and sanitation within the Oregon State Penitentiary.

### 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.

**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
70%	R	E	<p><b>Correctional Rehabilitation Administrative Support:</b></p> <p>Provides confidential secretarial and administrative support to the Correctional Rehabilitation section.</p>

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

Receives and reviews incoming and outgoing mail for Assistant Superintendent, determining how to handle or forward and routes to the appropriate staff.

Gathers and compiles a variety of correspondence, memorandums, and reports, often of a confidential nature.

Maintains file systems and monitors work priorities and timeframes to meet targeted deadlines.

Maintains and coordinates a calendar schedule for the Correctional Rehabilitation Managers, using MS Outlook.

Composes forms, manuals, letters, memorandums, etc., for the Correctional Rehabilitation Managers and/or staff who fall under their supervision.

Types and maintains confidential Performance Evaluation Reports, Work Plans, Staff Attendance Plans and other personnel letters for those staff supervised by the Correctional Rehabilitation Managers.

Maintains staff personnel working files and correspondence, reports and miscellaneous material frequently referred to by the Correctional Rehabilitation Managers.

Tracks leave slips, complete timesheets and submits them to ODOC Payroll.

Order and maintains all office supplies.

Schedules and participates in meetings with numerous and various attendees per the Correctional Rehabilitation Managers requests.

Enters purchase requests for five cost centers, per the Assistant Superintendent, Correctional Rehabilitation.

Maintains schedules for the IMF Conference Rooms for OSP contract staff.

Schedules call passes for those inmates who are scheduled to attend parole board hearings.

Schedules inmate call outs for Assistant Superintendent.

Organizes and completes the Recruitment process for those positions supervised by the Correctional Rehabilitation Managers. Proctors exams, schedules interviews, completes

letters of rejection and notice of hire. Works with the Human Resources Unit and the Superintendent's Office Manager to complete the recruitment process.

Performs additional duties as assigned.

Attends, participates and takes minutes in weekly Counselor meetings, Multi Disciplinary team and the SPM review.

Attends, participates and takes minutes at the Special Needs Inmate Evaluation Committee meetings. Sends notification to the OSP SNIEC Committee of those inmates who will be reviewed weekly.

Records and transcribes pertinent information from these meetings, researches information and distributes this information to the appropriate people

Types Performance Evaluations, Position Descriptions, Training Records and other miscellaneous letters, reports and memorandums.

Types and tracks Visitation Reviews.

Develops complex forms, tables, applications, etc., to meet various user needs.

Sends out weekly review list for the Multi Disciplinary Team to all OSP staff. Posts results in P Drive folder.

Provides training for the Office Specialist I, Correctional Rehabilitation Section.

Performs background checks for individuals needing access to the institution to render services for the Correctional Rehabilitation Section. Completes and ensures that the Visitor Authorization Form is finished.

Trains security staff who are assigned to the Visiting Desk upon request, to enter data on the Visitor Tracking System.

Performs data entry for retrieval of Computerized Criminal Histories using LEDS (Law Enforcement Data Systems), OJIN (Oregon Judicial Information Network), and JJPS (Juvenile Justice Partnership System) for special visit applications.

Communicates with inmates, other agencies and family members on a daily basis.

10%	NC	E	<p style="text-align: center;"><b>Counseling Unit:</b></p> <p>Develops complex forms and applications to meet user needs.</p> <p>Determines appropriate format for lists, charts, memos, reports and other correspondence, including offender reports that are mandated by Oregon Revised Statute.</p> <p>Transcribes and processes both standardized and non-standardized text documents. Proofreads and edits.</p>
20%	R	E	<p style="text-align: center;"><b>Miscellaneous:</b></p> <p>Responsible for inmate Social Security Application coordination with Social Security office.</p> <p>Serves as an escort for governmental agency staff and other members of the community.</p> <p>Maintains a training schedule for staff.</p> <p>May assist with special functions for the Activities Section.</p> <p>Performs notary services for inmates housed in general population and special housing units.</p> <p>Handles telephone calls and callers in a courteous and professional manner. Works closely with staff and maintains confidentiality at all times.</p> <p>Assists other sections when available.</p> <p>Must be familiar with OSP and ODOC rules and procedures and demonstrate the ability to implement and use those pertinent to this position. Attends and participates in mandatory in-service training according to DOC standards.</p> <p>Other duties may be assigned as needed.</p>

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#### **SECTION 4. WORKING CONDITIONS**

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**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 must 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.

ODOC Rules and Procedures  
 OSP Procedures and Post Orders  
 LEDS Manual  
 Emergency Response Plan Manual  
 Grammar Reference Manuals  
 Technical Equipment Operational Manuals  
 Position Description

b. How are these guidelines used?

Provide specific criteria to ensure that work performed meets departmental and Agency standards.

## 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>			
Inmates	Person/Mail	Answer inquiries regarding visiting and CD issues. Schedule call passes for IMF and contracted staff. Notaries.	Daily
Inmate Family Members	Phone/Mail	Answer inquiries regarding visiting. Request additional information upon processing visiting applications when needed.	Daily
Parole Board/Contract Staff	Person/Phone/Mail	Schedule appointments and provide assistance.	Weekly
OSP Staff	Person/Phone/Mail	Consult on projects, receive instruction and provide information.	Daily
Outside Agencies	Mail/Phone	Consult	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Daily decisions regarding prioritization of work to ensure accomplished in timely and efficient manner, i.e., inmates are placed on call-out to the correct location to see Psychologists, Parole Board, etc.; the appropriate and pertinent information to include in meeting minutes; appropriate and correct

responses to inquiries posed by staff and inmates in addition to outside sources such as visitors, inmates' family members or friends, psychologists, etc. Determine whether processes/actions comply with rules and procedures. Must be able to work effectively under pressure of deadlines, disruptive conditions and changing priorities. Must be detail-oriented and identify individuals from responses of the LEDS, OJIN and JJPS programs. Incorrect decisions or inappropriate information can jeopardize the safety and security of the institution and can reflect negatively on the institution and the employees assigned to support.

## 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>				
Asst. Supt., Correctional Rehabilitation	7113.001	Monitors	Daily	Maintains the efficient operation of the office within the guidelines of ODOC rules/procedures and OSP procedures and directives.

## 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  |
| <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:

Requires ability to work effectively with very little specific directions and the ability to quickly and logically make decisions. Requires good organizational and communication skills. Must be able to deal with subject matter that may contain descriptive, obscene and violent portrayals. Requires the 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.

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

*Rinkley Williams*                      9-23-13  
Supervisor Signature                      Date

\_\_\_\_\_  
Appointing Authority Signature                      Date