



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/19/2013

Agency: Oregon Department of Corrections

Facility: Central Distribution Center

[] 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: Proc. & Contracts Spec 3
b. Classification No: C0438
c. Effective Date: October 1, 2003
d. Position No: 8900426
e. Working Title: Contracts Officer
f. Agency No: 29100
g. Section Title: Fiscal Services Purchasing
h. Employee Name:
i. Work Location (City - County): Salem, Marion
j. Supervisor Name (optional): Dick Hawks
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.

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. The Department's biennial operating budget includes General Fund, Federal Fund, and Other Funds.

General Services Division provides centralized support services to all levels of the Department through Fiscal Services, Facility Services, Distribution Services, and Information Systems and Services. Fiscal Services provides a wide variety of services to all levels of the Department through its Purchasing, Contracts, Central Accounting, Payroll, Central Trust (Inmate Accounts), AFAMIS Support, and Statewide Business Services.

Purchasing and Contracts are a part of the Department of Corrections Fiscal Services. The purpose of these units is to provide quality service to DOC operations by procuring goods and professional services in a timely and accurate manner, ensuring compliance with DOC and State of Oregon laws, rules, and other authorities. Also acts as the liaison to the Department of Administrative Services (DAS) the Department of Justice (DOJ), Attorney General's Office, regarding procurement and disposal services.

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 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:

The purpose of this position is to manage the procurement of highly specialized, complex and/or technical personal/professional services, products and services for all departments and institutions of DOC, statewide.

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
80%	NC	E	<p>Contract Planning and Development. Translate program requirements into contract terms. Evaluate contracts for, and develop strategies to minimize potential risk. Manage contractor/consultant selection process through use of various solicitation process, including: analyze consultative or program service needs and develop solicitation documents and contract specifications; develop evaluation criteria; measure proposals against published selection criteria; and evaluate and decide validity of protests, terminations and breach actions.</p> <p>Contract Negotiation – Devise negotiating strategies with goals and alternatives. Negotiate contract terms to minimize performance risk. Negotiate contract renewals and amendments. Consult with Attorney General's office to facilitate their clarification of legal issues and the approval of contract language. Provide liaison between Department program staff, contractors and their private attorneys and the Attorney General's office, as necessary.</p> <p>Contract Management – Advise management on contract administration. Write contract amendments or extensions. Evaluate appropriateness of contract remedies in light of a specific situation. Compile contract status reports. Develop contract tracking or reporting procedures. Research alleged contract violations and assist with their resolution. Act as liaison between contractor and Department. Evaluate if contract terms are met at end of contract. Identify cost items for proper charging to the contract. Ensure contract files contain all necessary documentation</p>	

			<p>of solicitation/selection processes and that contract records are maintained in accordance with retention schedules.</p> <p>Develop and finalize direct award contracts. Analyze validity of sole source requests or emergency requests.</p>
20%	R	E	<p>Technical Assistance – Remain knowledgeable of all current and applicable laws, rules and regulations governing procurement processes. Educate agency staff and public on agency’s purchasing/contracting policies and guidelines. Advise managers and staff on procedures for developing contracts or parts of contracts. Collaborate with technical resource staff to develop specifications. Explain and advise staff on state contracting laws, rules, regulations, operating policies, procedures, and ethics. Explain contract process and/or terms to contractors. Participate in statewide committees to establish and improve specifications, standards, procedures and policies. Review agency procurement or contract practices for compliance with rules, statutes, policies and practices. Collaborate with management and customers to decide on corrective action.</p> <p>Adjust work within unit when workload or priority conflicts arise. Review work of other contracts staff for accuracy and sufficient documentation. Develop generic and template (model) agreements for use Department-wide. Writes guidelines and procedures.</p> <p>Other Duties as assigned for staff development and/or workload management. Serves on committees, special projects, work groups and task forces as required.</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.

Agency’s mission causes work to be performed within a security setting and in the presence of inmates, otherwise, normal office working conditions with pressure due to problems and deadlines involved.

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.

- Purchasing delegated authority from the Department of Administrative Services Policy Manual #125-3-230
- Department of Corrections Rule on Contracts 291-026
- Directives of OAR 125, 137, and ORS 179, 190, 279

- Oregon Attorney General Model Public Contract Rules

b. How are these guidelines used?

State laws are interpreted and used in the process of issuing contracts and leases. Oregon Revised Statutes, Oregon Administrative Rules, and Department of Corrections Rules and Procedures are used to solicit, develop, issue, and administer personal and professional service contracts.

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>			
Vendors/Public	Phone/Mail/In Person	Convey & request info, negotiate contract & explain rules	Occasional
DOC Program Managers and Staff	Phone/Email/In Person	Provide Instructions on Policies and Procedures and Consulting	Daily
DAS Risk Management	Phone/Email/In Person	Orders/Bid Specifications and Follow-up	As Needed
Attorney General's Office	Phone/Email/In Person	Seek advice, request interpretation of law, and to convey information	As Needed
DAS Procurement	Phone/Email/In Person	Seek advice and/or convey information	As Needed
DAS Facilities	Phone/Email/In Person	Seek advice and/or convey information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The incumbent must translate program needs into written legal contracts by: a) determining needs of the program representative(s) requesting services or products; b) crafting procurement and contract documents which comply with all applicable laws, rules and regulations, meet DOJ review and approval and comply with DAS requirements, c) determining that technical specifications are complete, non-ambiguous and non-biased, d) determining that competitive process is open, competitive and does not encourage favoritism, e) determining best procurement methodology and practices; f) determining which evaluation criteria to use; g) determining that bid responses meet requirements, with input from evaluation committee, including determination of lowest responsive bidder and/or most qualified contractor; and h) verifying that all administrative rules and procedures are followed.

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>				
PEM-E	6000.030	In writing, annual performance appraisal	Annual	Provide input and feedback on performance
PEM-E	6000.030	In person	As necessary	Obtain clarification of expected results and

				reports on progress toward completion of assignments
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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

The incumbent in this position provides solutions and recommendations as they relate to the acquisition of a full range of commodities and services for all functional units and institutions within the DOC.

Communicate effectively, orally and in writing. Knowledge of automated purchasing systems. Requires a valid driver's license or arrangements for transportation to Correctional Institutions and meetings as required. Skill in operating personal computer with word processing, spreadsheet and other programs.

Possession of Oregon Procurement Basic Certification.

Knowledge of ORS 179, 190 and 279, OAR 125 and 137, and Oregon Attorney General Model Public Contract Rules.

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

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

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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

Administrator Signature

Date