



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/10/12

Agency: Oregon Department of Corrections

Facility: Human Resources Division

[ ] New [X] Revised

This position is:

- [ ] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[X] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Human Resources Assistant
b. Classification No: X1319
c. Effective Date: 7/1/97
d. Position No: 9512346
e. Working Title: Records Technician
f. Agency No: 29100
g. Section Title: HR Operations
h. Budget Auth No: 000676630
i. Employee Name:
j. Repr. Code: MMN
k. Work Location (City - County): Salem - Marion
l. Supervisor Name (Optional): Kim Mitchell
m. Position: [X] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[X] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [ ] Exempt [X] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [ ] Administrative
o. 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 Department of Corrections is a key component of Oregon's Public Safety Program. The department provides for the incarceration of violent offenders and career property criminals. The department operates programs through 14 institutions located throughout the state and is expanding to keep pace with the growing need for various correctional facilities.

The Human Resources Division is agency-wide serving over 4500 permanent full-time and part-time employees located throughout the state. The Human Resources Division is responsible for merit system law/rule interpretation and administration of the human resources programs which include, but are not limited to, recruitment/selection, personnel record keeping, FMLA/OFLA, employee relations and consultation, disciplinary issues, counseling, grievance resolution, policy/procedure development, training/development, affirmative action, safety/health, as well as worker's compensation and loss control/risk management issues. The Human Resources Division staff provide these services to agency employees, managers and supervisors, other agencies and/or the general public to enable them to achieve the department's mission to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The Human Resources Division provides internal consulting

services to every department, facility and program; it supports affirmative action and equal employment; monitors and evaluates compliance with civil rights laws, state and federal laws and regulations, labor agreements, and the Department of Corrections rules and procedures governing the provision of services to employees, inmates, and the public; partners with the safety officer on early return to work programs, controlling Worker's Compensation costs and creating a healthy work environment for staff.

**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 specialized personnel actions using the Position Personnel Data Base (PPDB) System. Create and maintain accurate and timely personnel, medical and position records. Provide consultation to department managers and supervisors when processing personnel actions. Assist Human Resource Managers to ensure compliance to DOC policy, labor agreements and DAS restrictions regarding personnel matters. Review and verify completeness and accuracy of needed documentation for all incoming personnel action requests. Provide timely response and customer service to department managers and staff requesting access to personnel information. Create all employee, volunteer, contractor, and other agency ID cards.

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### **SECTION 3. DESCRIPTION OF DUTIES**

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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

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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.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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
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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".

60	R	NE	<p><b>PERSONNEL ACTIONS:</b>            Knowledge and interpretation of the Personnel Position Data Base system. Responsible for processing all employee related transactions. Processing of personnel actions involve interpreting and applying five collective bargaining contracts including AOCE, AFSCME (security and security plus) Dentist and Parole and Probation, along with MGMT, to determine salary eligibility dates, recognized service dates, end of trial service dates and merit rating dates. Review Personnel Actions to ensure information is in accordance with bargaining agreements, department rules and current DAS restrictions. Return to appropriate personnel for corrective action if necessary. Process and enter all personnel actions into the state wide personnel system that links to Oregon State payroll system (OSPS). Inform payroll staff of all entries made and bring to their attention any unique payroll exceptions i.e., retro pay, adjustments in salary, reclassifications, step increases, etc.</p> <p>Provide advice and counsel to appropriate Human Resource Mangers on technical issues regarding personnel actions. Ensures all necessary documentation and signatures are submitted with personnel actions. Daily contact with office managers, supervisors and HR Managers regarding problems or discrepancies with incoming personnel actions. Responsible for calculating and determining eligibility of Security Differential Unit (SDU) points, Police and Fire benefits, along with multiple other differentials per the collective bargaining agreements. Additional responsibilities include assigning position numbers to temporary employees, determining salary, work out of classification, leave without pay computations and other complex personnel related transactions. Responsible for position related transactions, such as position establishments, abolishment and reclassifications. Compile data and prepares spreadsheets on adjustments regarding employees receiving</p>
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15	R	NE	<p>retroactive pay or have received overpayments and instruct payroll of necessary actions needed. Meets deadlines and verifies transactions for completeness and accuracy. Attend weekly staff meetings to discuss ongoing issues and solutions.</p> <p><b><u>TECHNICAL ASSISTANCE:</u></b>  Answers questions pertaining to personnel matters. Explains and/or clarifies rules, bargaining agreements, processes and procedures regarding compensation, leave accrual rates and other specific data or re-route as appropriate. Attend quarterly Personnel Information Exchange (PIE) meetings at DAS. Use independent judgment and sound decision skills on a daily basis to determine steps needed to resolve problems and initiate actions required for resolution. Develop and create forms and processes to ensure proper flow of information and delivery of services related to personnel matters. Takes accurate and complete telephone messages, as necessary and distributes them in a timely manner. Verifies employment in accordance with set directives and public information release. Assists employees or outside agencies with viewing of personnel files. Gathering necessary documents and preparing employee packets for non-security, security and temporary employees.</p>
25	R	NE	<p><b><u>RECORDS MANAGEMENT:</u></b>  Responsible for all of the following: Maintaining a personnel filing system on all DOC employees, including I-9 forms and medical files. Review and ensure completeness of all I-9 forms in accordance with federal regulations and return incomplete forms for corrections. Maintain confidentiality and security of all files and file data; reviewing all documents to ensure appropriate action has been taken prior to filing. File and purges all documents in accordance with state Archivist rules; files all documents accurately and timely.</p> <p><b><u>ID CARDS:</u></b>  Responsible for input on AS400/Photo Card systems (new employee, volunteers, contractors, other state agencies) and any termination of former employees cards on the Photo Card System, verifying data is accurate on all ID Card requests. Making ID cards, taking employee photos and distributing ID cards to institution coordinators in a timely manner.</p> <p><b><u>SERVICE CREDITS:</u></b>  Responsible for creating and calculating the service credits for each employee new and transferred to the Department of Corrections in accordance with applicable personnel rules and policies. Maintains service credit sheet, updating with new data as required when generating a personnel action that effect employee and/or position status.</p> <p><b><u>POSITION DESCRIPTIONS/POSITION FILES:</u></b></p>

Responsible for updating and maintaining position description files for current and history files when any transactions that are position related result in changes to classification duties, effective date, location and/or status of the position. Checks new and revised position descriptions for accuracy and completeness. Returns incomplete positions descriptions to the appropriate individual for corrective action.

**SPECIAL PROJECTS/REPORTS:**

Request and distribute monthly performance appraisal due dates to managers. Request monthly reports using DAS web reports. Performs Position Inventory Control (PICS) changes. Other duties as assigned, i.e. committees, gathering information for special projects within the division, travel to institutions to meet customer base, travel to other state agencies for various meetings and delivery of urgent documents. Assist with compiling of information for DAS audits. Assist with interviewing process when appropriate. Make periodic onsite visits to customer base to improve and maintain working relationships and customer service.

100%

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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.**

- ~ Operating computer equipment and being exposed to a video screen for extended periods of time.
- ~ Sitting for extended periods of time is also required.
- ~ May encounter emotionally charged individuals.
- ~ Requires working with multiple projects and priorities, handling demanding issues, and working with Conflicting and/or short time frames
- ~ Exposure to adult felons within a prison setting who may become violent
- ~ May require occasional travel.

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#### **SECTION 5. GUIDELINES**

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a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

1. Personnel division rules
2. Labor agreements
3. Department of Corrections rules and procedures
4. Personnel Action Matrix
5. Desk Manual
6. Human Resource Manual
7. DAS statewide policies and procedures

b. How are these guidelines used?

Used as reference materials

## 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>			
Public/Outside Agencies	Phone/Person/Email/Fax	Verify employment, locates employees, answer questions.	Daily
DOC staff, Managers, Supervisors	Phone/Person/Email/Fax	Advice and counsel related to personnel actions, I-9, compensation plans and other related subjects	Daily
DAS Personnel	Phone/Email	Discuss and resolve personnel action issues.	As Needed
DOC Budget	Phone/Email	Research and assist with resolve of PICS and budgetary issues	Monthly
Union Representatives	Email/Phone/In Person	Answer questions and provide information	As Needed
DOC Payroll	Email/Phone/Person	Provide personnel information relating to payroll matters, counsel with, research and resolve payroll problems.	Daily
Inmates	Person	Supervise job duties	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Provide advice and counsel to appropriate HR Managers on technical issues regarding personnel actions. Incumbent must determine if requested employee related data is a matter of public record and may be released or if the information is confidential. Incumbent must understand, interpret, and apply rules, policies, procedures, and labor agreements as they pertain to the job duties as assigned. The complexity of decision making greatly increases by the need to accurately apply contract provisions under five different labor agreements which often vary for the same provision from contract to contract and are also subject to change.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
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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".*

Human Resource Analyst 2	0500531	In Person, by phone and Email	Daily Annually	To resolve Issues Performance Evaluation
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**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:

Ability to maintain harmonious relationships among all contacts in person, over the phone; deal with sensitive and confidential issues, handle a variety of tasks, changing priorities to ensure smooth flow of work; operation of computers and copy machines. Must be able to compose memos and meeting minutes. Must be able to travel out of town for meetings and training as needed. This position requires an individual that has high level of organizational skills and is extremely flexible.

**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

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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.

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## SECTION 12. SIGNATURES

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date