STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/10/2010

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Coffee Creek Correctional Facility

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Office Specialist 2	**b.** Classification No:	0104
c. Effective Date:	7/01/1990	**d.** Position No:	8911102
e. Working Title:	Hearings Support Specialist	**f.** Agency No:	29100
g. Section Title:	Inspector General	**h.** Budget Auth No:	000108850
i. Employee Name:		**j.** Repr. Code:	AAON
k. Work Location (City – County):	Wilsonville-Washington		
l. Supervisor Name (Optional):	Kimberly Hendricks		

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 Department of Corrections is to promote public safety by holding offenders accountable for their actions, and reducing the risk of future criminal behavior. The ODOC is responsible for overseeing and managing inmates in order to maintain safe, civil and productive institutions. ODOC is responsible for the safety of inmates and protection of property at their work site. The success of the ODOC mission relies heavily on the fundamentals of the Oregon Accountability Model.

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. The department's job is to move inmates from anti-social to pro-social citizens. Staff interactions with inmates on a daily basis are, without doubt, the most powerful tool to reinforce pro-social behavior. Thus, the nature of relationships and communications with those ODOC has been charged to keep secure and change is core to the ultimate success of corrections.

The Oregon Accountability Model emphasizes the importance of criminal risk factor assessment, inmate work and programs to mitigate identified risks, staff-inmate interactions that support positive change, inclusion of families and children as a positive support in an inmate's life, successful reentry into the community, and ongoing community supervision and programming. Staff interactions with inmates on a daily basis are, without doubt, the most powerful tool to reinforce pro-social behavior. The nature of interactions with inmates is core to the ultimate success of corrections and community 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 day-to-day interactions with others.

The Hearings Unit is a part of the Office of the Inspector General, being centrally supervised, serving all institutions/facilities throughout the state. The Hearings Unit is comprised of 22 fulltime employees with a biennial budget of 3.5 million. The Hearings Unit sections are located in various institutions and/or facilities throughout the department and handle hearings on-site or telephonically to meet departmental needs.

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 provide timely preparation and distribution of hearings records and inmate appeals of disciplinary action for the Hearings Unit. This position also requires mail communication with inmates in order to answer their questions and/or requests. In addition, this position is to establish and maintain an adequate filing system for hearings records in compliance with Oregon Department of Corrections rules.

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.

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".			
80		E	Reviews new misconduct reports daily. Coordinates and schedules inmate disciplinary hearings to be conducted on site or telephonically, preparing necessary hearing documents, callouts, etc. for each institution of the Hearings Officer(s) they are working with is(are) assigned to. Request earned time available for retraction from the Offender Information & Sentencing computation section (OISC) for all Level I violations and, when appropriate, for Level II violations. Performs data entry of various sections for the findings of fact into the Offender Management System (OMS). Proofreads and may suggest edits of material for general clarity, grammar, spelling and punctuation. Suggested edits may involve recommendations to rearrange sentence structure to be grammatically correct without changing the author's intent, scanning of material, and pinpointing inconsistencies that need further clarification. Forwards signed Findings of Fact to the superintendent for his/her review and final order. Finalizes signed Finding of Facts on the OMS, makes copies, and distributes completed cases as appropriate to Records office, inmate, and Hearings file.
		E	Because Coffee Creek Correctional Facility (CCCF) contains the state-wide Intake Center for Oregon, there is a heavier traffic of incoming/outgoing inmates. This requires additional duties and

		responsibilities as follows: Document and process all male SEG Misconduct Reports and ensure hearings are scheduled within the required 7-day time period, with close attention given to the Daily Movement Log, track male SEG inmates with respect to the facility they are transferring to; stay in close contact with Intake Staff in regards to when an inmate's hearing is scheduled in relation to when the inmate might be transferring out; Scan/e-mail all case paperwork to the receiving facility when an inmate transfers; When an inmate shares a violation/Misconduct Report with 1 or more other inmates, notify and scan/e-mail all case paperwork to all Hearings Support staff at each receiving facility when the inmates transfer to different locations; handle all post-hearing duties and responsibilities as required.
	E	Establishes priorities to ensure all hearings records, notices, etc., are completed within the prescribed time lines. Creates files of all information related to hearings to ensure records are available if needed. Performs work independently, exercising reasonable judgment in interpreting author's instruction, and in compliance with appropriate Department of Corrections rules, policies, and operational procedures.
	E	Establishes a file on each inmate who has received or sustained a major disciplinary report, including accompanying memorandums, State Police reports, investigative reports, etc., and may make appropriate entries in the inmate's permanent file. Purges files in accordance with the rule on Prohibited Inmate Conduct.
10	E	Responds to representatives of the Attorney General's Office and Criminal Justice components regarding information about disciplinary cases within the parameters of department rules. Inquiries may require in-depth research in order to provide the needed information. Maintains strict confidentiality of records and refers any non-routine requests to the Hearings Officer or Hearings Administrator for direction or response.
	E	Schedules and assembles case documents, and enters callouts for Administrative Segregation, Special Management Unit and Transitional Leave Hearings. Types from rough draft/dictation the Findings of Fact for these hearings. Obtains Hearings Officer's review and signature and forwards to the appropriate Assistant Director or releasing authority for his/her review and final order.
	E	Establishes a file on each inmate who has received an Administrative Segregation, transitional leave, and Mental Health Infirmary hearing and supporting documentation in the Hearings Sections. After Findings of Facts are signed by the Superintendent or releasing authority, photocopies and distributes as appropriate.
10	E	Provides administrative support on-site to other hearings staff upon their request or on an as-needed basis. Duties may include scheduling hearings, requesting earn time, scheduling an interpreter if needed, and completing data entry on the OMS.

Occasionally, assisting Hearings Offices in other institutions may require travel and overnight stays.

E Answers telephones, takes messages, and directs callers to appropriate staff. Reviews and forwards written requests for information to the appropriate office (i.e., Hearings Administrator, Superintendent, Records, etc.). Answers questions regarding Hearings' policies, procedures or hearings results as appropriate. Responds to inmate communications when directed. May take minutes at hearings staff meetings as requested. Orders office supplies and schedules maintenance as needed for office equipment and work area. May make travel arrangements and reservations for Hearings Section staff as needed. Works with the Administrator's office on assignments, projects other duties as assigned.

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.

The person in this position has inherent custodial duties that may include the charge and control of inmates involving hearings or other assigned tasks, which can pose a risk of physical injury. The person in this position also assists the institution/facility as a team member in the prevention of escapes by proper control of keys, tools, other critical materials and contraband, as well as documenting unusual incidents as they occur. Work may require climbing stairs, contact with adult felons or hazards in a general office environment. Staff is subject to membership in PERS under designation of police officer due to custody, supervision, and control of inmates in a penal setting.

This position is subject to call back in the event of an emergency and assignment to any position at the institution/facility. Although of minimal risk, major disturbances, insurrection and riot are possibilities that may result in bodily injury to the person in this position.

The person in this position may be required to work within any of the maximum, medium, or minimum-security prisons/facilities. This work may require travel, including overnight travel, to a facility other than that to which the person in this position is normally assigned.

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 Revised Statues
Department of Corrections Administrative Rules and Policies
Institution procedures
Hearing Support Staff guidelines

b. How are these guidelines used?

These guidelines mandate complex procedures for scheduling hearings; preparation and timely distribution of hearings records; and retention of said reports.

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".			
Hearings Administrator	Phone/person/email	Direct supervision	weekly
Hearings Officer/Investigator	Phone/person/email	Information sharing/coordination of work assignments	daily
Functional Unit Managers from all DOC facilities,	Phone/person/email	Resolution/investigation into formal hearings information	occasionally
State Police	Phone/email	Information sharing	occasionally
Other Institution staff and some inmates	Phone/person	Information sharing	daily
Other state agencies	Phone/email	Information sharing/coordination of work assignments	seldom
Parole Board, Attorney General's Office, Public Defender's Office	Phone/email	Information sharing	occasionally

SECTION 7. POSITION RELATED DECISION MAKING

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

Hearings Support Staff establish priorities to ensure all records, notices of hearing, and hearings are scheduled within the established time lines in accordance with department rules, policies and procedures. Inmates have certain rights under Rule 291.105 "Prohibited Inmate Conduct and Processing Disciplinary Actions" that have timelines. It is incumbent on Hearings Support Staff to distribute results of said hearings timely.

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".				
Hearings Administrator	8919006	Reviews and evaluates work performance	As needed	To ensure timely operation of the hearings office in each facility
Lead worker Hearings Officer	8700072		As needed	Answer questions and help with priorities
Hearings Officer(s)	0706001		Daily	Day-to-day guidance

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? _____

How many employees are supervised through a subordinate supervisor? _____

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:

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, employees name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date	Supervisor Signature	Date
			5/14/2010

Appointing Authority Signature	Date
	5/14/2010