



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/13/13

Agency: Psychiatric Security Review Board

Facility: 610 SW Alder, Ste 420, Portland, OR 97205

[] 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: Administrative Specialist 2
b. Classification No: C0108
c. Effective Date:
d. Position No: 399010
e. Working Title: Case Summary Specialist
f. Agency No: 399000
g. Section Title:
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: UA
k. Work Location (City - County): Portland - Multnomah
l. Supervisor Name (Optional): Juliet Follansbee, J.D., Executive Director
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [x] Administrative
o. Eligible for Overtime: [] Yes [x] 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 Psychiatric Security Review Board (PSRB) was created by the Oregon Legislature in 1977 for the purpose of assuming jurisdiction of those persons who successfully assert the insanity defense to a criminal charge. The Board is multi-disciplinary in nature and was originally comprised by statute of five part-time members (psychiatrist, psychologist, attorney, parole and probation officer, and a member of the public). It bridges the criminal justice and mental health systems. Its enabling statutes direct the Board to have as its primary purpose the protection of society while remaining mindful of the rights of individuals under its jurisdiction. Its mission is to protect the public through the on-going review of the progress of guilty except for insanity clients and a determination of their appropriate placement. It does that through a hearings process in which a panel of Board members meets to review individual cases in order to determine which clients are in need of hospital level of care and which can be adequately supervised and treated in the community under conditions set and monitored by the Board. The Board currently has jurisdiction over approximately 570 clients in Oregon, of whom 383 live in communities throughout the state with strict supervision and monitoring. Approximately 75% of the cases supervised by the Board are for serious person-to-person felony charges such as Assault, Arson and Homicide.

In 2005, the Oregon Legislature expanded the role and responsibilities of the PSRB. It created a juvenile panel of the Board to assume jurisdiction over youths who were found by a juvenile court to be “responsible except for insanity” of a crime and who suffer from a “serious mental condition” or any mental disease or defect and pose as substantial danger to others. The statute took effect for youth with mental illness on July 1, 2007 and for youth with developmental disabilities on January 1, 2008. The panel is comprised by law of five part-time members including a child psychiatrist, child psychologist, an attorney experienced in juvenile law, a juvenile court counselor and a member of the general public. The juvenile panel currently has jurisdiction over 19 youths, nine of whom are living in community placements under supervision and monitoring with conditions similar to those placed on adult clients.

In 2009, the Oregon Legislature yet again expanded the role of the PSRB by assigning it the responsibility of conducting gun relief hearings to determine whether persons with mental health determinations who are barred from possessing a firearm should have their firearm privileges restored. The 2013 Legislative session expanded the Board's role in granting relief by designating it as the authority to hold hearings for those persons who have successfully asserted the guilty except for insanity defense and wish relief from reporting as a sex offender or reclassification of their risk designation. Additionally, the Legislature provided Oregon courts the option of placing certain civilly committed individuals under the Board's jurisdiction for placement and supervision purposes.

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:

- Facilitate the Board's mission in protecting the public by implementing initiatives and directives of the Executive Director and the Board.
- Implement the revocation of conditional release process
- Share the responsibility of preparing case summaries for Board Members to use during the hearings process for all adult and juvenile.

ORS 161.346 of the Criminal Code of Oregon requires that the Board hold hearings for all clients committed to its jurisdiction and ORS 161.336(9) requires that the Board maintain medical, social and criminal histories on all clients. Prior to weekly hearings, PSRB prepares and sends exhibit files to Board Members for review. The adult panel of the Board generally has 10 cases per hearings day and an average of eight or nine administrative matters per week. To accommodate the large case load and voluminous client records, this position researches client files and compiles a case summary which Board Members use as a tool in preparing for hearings. The juvenile and gun relief panel of the Board have fewer clients scheduled for hearings.

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
85%	NC	E	Case Summary: <ul style="list-style-type: none"> • Using the appropriate client database, determine the last exhibit reviewed for the case summary. Print all existing exhibits which have not yet been reviewed. For new clients, print all exhibits and sort them into case summary copy order. • Read client's file of several hundred pages to analyze, interpret, and note pertinent information in critical areas

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

			<p>pertaining to dangerous behavior; victimization; patterns of emotional instability or family turmoil; history of alcoholism or drug abuse; living patterns; income; multiple types of crimes; history of fire setting; cruelty to animals; unnecessary violence; early psychiatric referral; intellectual ability; character/personality disorder(s); attitude regarding the crime(s) which tends to minimize, rationalize, project (as in to blame someone else) or find an easy solution (I'll never do it again); pattern of escalating crimes (minor to major); nature, frequency and seriousness of that pattern; use of weapons; and due cause (evidence that the client gives to justify the delusion, resentment and anger which might have led to violence). The preceding information is located in factual and subjective data such as court orders, police reports, summaries of arrests, and medical evaluations from physicians, psychologists and social workers. Information contained in client files may cover a client's lifetime or be limited to a few short years and often includes graphic details of heinous criminal offenses.</p> <ul style="list-style-type: none"> • Enter extracted information from exhibit file into the appropriate custom Microsoft Access database that currently generates 5 to 15-page case summaries for adult clients and approximately 30 page summaries for juvenile clients. • Update case summaries for approximately 580 active adult clients and 19 juvenile clients.
5%	NC	E	<p>Revocation of Conditional Release:</p> <ul style="list-style-type: none"> • Interpret laws and apply to specific situations. • Investigate possible violations of conditional release and gather facts for revocation process. Compose the sworn affidavit in narrative format and order of revocation when a client's mental status deteriorates such that he represents a substantial danger to others or when a client violates a condition(s) of the release plan. • Check the legal order of revocation for factual accuracy. • Communicate orally to Board members the legal basis for revocation. • Enter an order for mandatory pick up and return to Oregon State Hospital (OSH) in the Law Enforcement Data System (LEDS). • Work with law enforcement agencies to coordinate the client's return to OSH. • Cancel the order of revocation immediately upon the return of the client to OSH.
5%	NC	E	<p>Communication:</p> <ul style="list-style-type: none"> • Receive significant and insignificant information about clients via phone calls from OSH and juvenile facilities and from community agencies; take written notes; circulate significant information to staff. • Provide information about the Board and its processes and requirements to work contacts in Section 6.
5%	NC	E	<p>Miscellaneous Duties:</p> <ul style="list-style-type: none"> • Backup for other staff members' duties. • Establish and maintain procedures and other controls necessary to carry out assigned program activities:

Affirmative Action, Americans with Disabilities Act, Department of Administrative Services policies and procedures, Records Retention, State Surplus Disposal, State Recycling Directive, etc.

- Other projects 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.

- Locked office environment in downtown Portland
- Work hours 8-5, Monday-Friday
- Drive State car to meetings and training sessions

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.

ORS 161.295 et seq., OAR 859 – PSRB
 ORS 181.710 et seq., OAR 107-50-000 – 107-50-050, Law Enforcement Data Systems Operating Manual
 2009 Oregon Laws, Chapter 827, Senate Bill 66 & ORS 279.635(3) – State Recycling Requirements
 State of Oregon Human Resources Policy Manual
 Americans with Disability Act
 Department of Justice opinions
 Confidentiality Statutes
 PSRB policies and procedures

b. How are these guidelines used?

Statutes and administrative rules form the basis for the Board's authority to act and provide guidance on how to accomplish tasks. The Department of Administrative Services (DAS) policy and procedure manuals provide direction and information in development and management of office procedures. PSRB policies and procedures help the incumbent to prioritize tasks, meet deadlines, and follow consistent and approved methods of processing duties.

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>			
Board members	Phone, in writing via fax and e-mail, in person	Exchange info; revocations; provide technical computer support	5/mth
Law Enforcement	Phone, in writing via fax or teletype	Request or provide info; explain Board policies & procedures; arrange pickup & transport of revoked clients	5/mth

Other State Employees	Phone, in writing via fax and e-mail, in person	Request or provide info, provide technical computer support	5/mth
Hospital social workers & community case managers	Phone, in writing via fax or e-mail	Exchange client info	5/mth
Clients under the Board	Phone, in writing	Explain policies & procedures, process requests & complaints	5/mth
Client & victim family members	Phone, in person, writing	Provide info, explain Board policies & procedures	2/mth
Attorney for clients	Phone, in person, writing, e-mail	Provide client info	2/mth
District Attorneys and DOJ	Phone, in person, writing, e-mail	Provide client info	3/mth
Interested parties & general public	Phone, in writing via fax and e-mail	Provide client info, Board policies & procedures	5/mth

SECTION 7. POSITION RELATED DECISION MAKING

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

- Extract critical information from case files to prepare summaries. Case summaries affect how Board Members interpret data on clients and make legally binding decisions.
- Prioritize duties and adjust sequence of duties based on revocations that demand top priority. Safety issue for public and client are critical considerations for Board.
- Interpret laws, rules, policies, and procedures and apply those interpretations to specific situations, some of which may be non-routine. Decisions on the release or retention of confidential information could adversely affect a client's rights or the Board's mission to protect public and the client.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Z7006 PEM/D	399006	Info sharing; review of written work and projects, etc.	As needed	Oversight
		Annual performance review	Annually	Discuss and evaluate performance; plan for upcoming year
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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".

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

Coordinates schedules

- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- 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:

- Personal and professional integrity; excellent written and verbal skills; attention to detail; ability to set priorities independently and meet deadlines with interruptions;
- Assist the Executive Director in explaining and implementing the Board's policies and procedures. Some situations may be non-routine and require a comprehensive understanding of policies and procedures and a critical ability to exercise judgment and communication skills in determining, suggesting, and implementing an appropriate course of action.
- No criminal record for Law Enforcement Data System (LEDS) certification. LEDS was established by an act of the 1969 Oregon Legislature (ORS 181.710) which authorized the Executive Department to develop and operate a police information network. LEDS provides a criminal justice telecommunications and information system for the State of Oregon and is the control point for access to similar programs operated by other states and the Federal Government. LEDS places particular emphasis on responsiveness, system security, and rules and procedures that maintain the integrity of LEDS information. Required training provides the user with an adequate level of knowledge to enable effective use of LEDS and associated systems;
- Experience with Microsoft Word and Access;
- Valid Oregon driver's license;
- Knowledge of mental health and/or criminal justice systems.

In addition to the duties outlined above, each PSRB employee is expected to:

- Contribute to a positive and productive LEAN work environment;
- Work cooperatively with co-workers;
- Participate in team and agency development and training activities;
- Provide excellent customer service to the public, co-workers, and other state employees;
- Advance the mission of the agency by treating all customers, stakeholders, partners, and co-workers with dignity and respect;
- Contribute to a work environment where individual and cultural differences are valued and respected.

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".

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