



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/13/13

Agency: Psychiatric Security Review Board

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

[ ] 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: Operations & Policy Analyst 3
b. Classification No: X0872
c. Effective Date:
d. Position No: 399011
e. Working Title: Program Manager
f. Agency No: 39900
g. Section Title:
h. Budget Auth No: 001119740
i. Employee Name:
j. Repr. Code: MMN
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:**

Assist the Executive Director with all Board operations such as:

- Facilitate the Board's mission in protecting the public by assisting the Executive Director in developing policies and procedures and by implementing initiatives and directives of both panels of the Board.
- Monitor and track all proposed legislation that affects Board operations.
- Prepare memorandum on policy, law and process for review by Board and Executive Director.
- Assist the Executive Director in preparing the biennial budget for the agency.
- Monitor the Board's five programs: hearings and monitoring for adult and juvenile panels as well as the gun relief/records reconciliation program, civil commitment program and sex offender relief/reclassification program.
- Oversee the scheduling, implementation, and actions resulting from the hearings.
- Prepare rulemaking documents, including draft OARs, and insure all rulemaking actions are conducted in accordance with legal mandates.
- Coordinate the Board's program with community mental health agencies, the staff of the Addictions and Mental Health Division of the Oregon Health Authority (OHA) and staff of the Department of Human Services (DHS).
- Coordinate the Board's programs with the forensic staff of OSH, including the Superintendent, the Executive team, psychiatrists, psychologists, and social workers.
- Train various stakeholders throughout the system regarding Board's operations and policies.
- Evaluate, recommend, design, and implement improvements to the agency to strengthen service delivery to petitioners and stakeholders.

## 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
40%	NC	E	<p>Administration/Project Management:</p> <ul style="list-style-type: none"> <li>• Coordinate and lead planning initiatives for the Board, develop agency strategic plan in consultation with Executive Director and Board.</li> <li>• Monitor and track project schedule and performance.</li> <li>• Manage daily operations of gun relief hearings program, including oversight and functional direction to Paralegal and Operations Specialist II, make recommendations on hiring, training, and termination; plan, assign and approve work assignments.</li> <li>• Provide input and draft evaluations of other staff performance for approval by Executive Director; and monitor operational functions.</li> <li>• Work closely with the numerous stakeholders involved in the process and advise on Board process and procedure.</li> <li>• Plan operational improvement projects. Coordinate special technical projects. Oversee outside IT contractors needed to improve database. Identify potential problems and determine appropriate means of reducing or avoiding them.</li> <li>• Identify required training.</li> </ul>
20%	NC	E	<p>Monitoring:</p> <ul style="list-style-type: none"> <li>• Oversee the progress of all hearings.</li> <li>• Track status of appeals of Board decisions.</li> <li>• Review monthly docket and Board members' schedule.</li> <li>• Review data to determine best practice for operational decisions to meet intent of state and applicable federal law</li> <li>• Establish criteria to identify and measure program effectiveness.</li> <li>• Monitor program to assure compliance with OARs and applicable statutes.</li> </ul>
20%	NC	E	<p>Communication:</p> <ul style="list-style-type: none"> <li>• Collaborate daily with staff members.</li> <li>• Serve as liaison between Board and external stakeholders, including OSH, victims, community providers, representatives from Oregon State Police, Oregon courts, Governor's office, Oregon Legislature and public involved in Board operations.</li> <li>• Respond to inquiries from clients/petitioners, victims and members of the general public regarding unit's operations.</li> <li>• Act as content expert for interpretation of the applicable statutes, rules, policies and procedures.</li> <li>• Coordinate projects between agency personnel via staff</li> </ul>

			meetings or similar oversight.
5%	NC	E	<p>Rules, Policies and Procedures:</p> <ul style="list-style-type: none"> <li>• Draft Oregon Administrative Rules related to agency responsibilities with Attorney General and oversee their adoption.</li> <li>• Prepare agency requirements that relate to all programs, including performance measures, federal funding reports, etc.</li> <li>• Draft policies and procedures for approval by Executive Director and/or Board.</li> <li>• Train stakeholders regarding Board policies and procedures.</li> </ul>
5%	R	E	<p>Hearings:</p> <ul style="list-style-type: none"> <li>• Attend hearings in absence of Executive Director to advise and serve as resource to Board.</li> <li>• Review tape and transcript of all appeals for accuracy.</li> <li>• Monitor appellate process from Circuit courts to Court of Appeals.</li> </ul>
5%	R	E	<p>Legislative Coordination:</p> <ul style="list-style-type: none"> <li>• Monitor federal and state legislation and evaluate for programmatic impact.</li> <li>• Identify legislative policy issues and recommend legislative concepts, if appropriate, to achieve needed changes in program operations.</li> </ul>
5%	NC	E	<p>Miscellaneous:</p> <ul style="list-style-type: none"> <li>• Other duties and/or projects as assigned by the Executive Director or Board members.</li> </ul>

## 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
- Person in this position works a professional work week and the incumbent's flexibility to this work schedule is considered a condition of employment. It is understood that the hours of work may vary from day to day; week to week. Consistent attendance is imperative for this position.
- Occasional travel. Must have valid driver's license and acceptable driving record. Drive state car to hearings, meetings and training sessions, if necessary.

## 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.**

PSRB Policies and Procedures

Oregon Revised Statutes  
 PSRB Oregon Administrative Rules  
 LEDS Operating Manual  
 Computer Software and Equipment Manuals  
 State of Oregon Human Resource Policy  
 Applicable federal laws including NIAA-Public Law 110-180

**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. All of these must be complied with while establishing, administering and monitoring the gun relief process.

**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	weekly
Executive Director	Phone, e-mail, in person	Exchange info; plan strategies; prepare for meetings	daily
Clients/Petitioners before the Board	Phone	Explain policies & procedures, process requests & complaints	5/wk
Family members of petitioners & victims	Phone	Provide info, explain Board policies & procedures	2/wk
Attorneys & judges	Phone	Provide client info	2/wk
District Attorneys	Phone	Provide client info	weekly

**SECTION 7. POSITION RELATED DECISION MAKING**

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

- Perform program oversight of unit and plan operational, prepare agency performance evaluations, and evaluate training needs.
- Interpret laws, rules, policies, and procedures and apply those interpretations to specific situations, some of which may be non-routine.
- Synthesize relevant information for meetings and negotiation of action plans.
- Recommend program changes for hearings process and for internal office operations.
- Coordinate with Board and Executive Director for schedules, research, and liaison with Governor’s office and stakeholders.

The effect of these decisions is direct support of the Board’s mission, efficient use of budget to support hearings process and public safety, and timely sharing with stakeholders and the public.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PSRB Executive Director	0399006	Information sharing; meetings; reports	Daily	Oversight

*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? -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:

This position:

- Requires a J.D. degree.
- Requires work experience in forensic mental health systems.
- Requires versatile skills: organization, prioritization, interaction with specialists in diverse fields (legal, legislative, mental health, planners, community leaders, etc.), and interaction with persons with opposing viewpoints.
- Must use personal computer and learn applications necessary to complete tasks.
- Needs good decision-making and writing skills.
- Must be LEDS certifiable.
- Must be comfortable with public speaking.

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

- contribute to a positive and productive 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
<b>GEI and REI</b>		<b>General Fund</b>
<b>Gun Relief</b>		<b>Other Fund</b>

*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