



parole or post-prison supervision after completion of a prison sentence or sentenced/revoked for incarceration of twelve months or less to a local supervisory authority.

The Short Term Transitional Leave (STTL) Program is authorized by statute through the passage of HB 3194 to allow inmates to release to the community up to 90 days before their projected release date. More than 1500 inmates a year may be deemed eligible, and approved by DOC to be released onto supervision to county community corrections agencies. This position will be the primary point person between the Department of Corrections and County Community Corrections Agencies to ensure that legally eligible inmates are processed through the program in accordance with all applicable laws, polices, and procedures. Communication of the final decisions related to release and return of inmates to the institution will be managed through this position.

**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 job/position is to manage Short Term Transitional Leave projects and to provide on-going staff support to the administration of the Community Corrections program. This position works closely with counties in the development and provision of parole, post-prison and probation supervision, and community based services and sanctions for offenders within the program.

This position affects the work of DOC institution staff and county community corrections staff around the state and requires representation of the agency throughout the state at various forums. This position also coordinates and provides in-depth technical and field operation-based support for automated and non-automated processes, policies, and technical assistance within the Short Term Transitional Leave Program.

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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

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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.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

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 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
80%	N	E	<p><b>Short Term Transitional Leave Program (STTL):</b>            Development and implementation of the STTL program expansion including creation of policies, procedures, and amendments to Oregon Administrative Rules. Chair the STTL workgroup which is the decision making body for the expansion and implementation of the program.            Development and direct training to Institutions and Community Correction agencies of the process, policies and expectations of the program; includes development of training presentation, follow up technical assistance, development and direct presenting legislatures, public safety officials, and community meetings and other presentations to provide factual information as to the scope, impact, and financial savings of the program. Assist with communication, research, and decision making of individual release decisions related to STTL. Will require attendance</p>

			and input at institution MDT meetings, community correction staffings, and advising the Assistant Director on factors that impact the release decision. Monitor, track, and evaluate all data related to STTL including eligible inmates, approvals and denials by institution and community corrections agencies, and decisions of the Assistant Director responsible for the release decision. Make decisions and recommendations based on the data, feedback, and advice of the STTL workgroup; evaluate the data, including recidivism, and advise the Assistant Director and the Policy Group on outcomes, changes, and decision points. Track and monitor CORE outcome compliance as it relates to STTL.
10%	NC	E	Represent the Community Corrections Division on various committees and interagency task forces. Acts as a liaison to statewide groups. May lead statewide review of program implementation and operations, and monitor corrective plans.
5%	NC	E	Develop and maintain partnerships with other agencies throughout the State. This includes, but is not limited to the Oregon Criminal Justice Commission, Victim Advocacy groups, Board of Parole & PPS, the Oregon Association of Community Corrections Directors and their charter groups, Oregon Youth Authority. Expertise and recognition of job requirements results in ongoing support, problem solving, and acting as a content expert for problem resolution and interpretation of statute, rules, policies, and procedures. Act as a liaison between DOC and County Community Corrections Agencies, the Governor's Office, State Legislators, and the public
5%	NC	E	Other duties, assignments, and/or projects as assigned by the Assistant Director of Community Corrections and other senior management staff.

#### 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.**

Regular office environment with frequent travel by automobile; regular contact with inmates on transitional leave and offenders on supervision; access into the institutions required. Some stress with deadlines for various work products. Work with county offices and parole and probation officers.

#### 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 Statutes: Community Corrections Act, HB3194  
 Oregon Administrative Rules  
 Department of Corrections Policies, Procedures, and Rules  
 Sentencing Guidelines Statute and Rule  
 Structured Sanctions Statute and Rule  
 Public Safety Checklist  
 Public Information Laws  
 Level of Services Case Management Inventory  
 Correctional Information System

**b. How are these guidelines used?**

The statutes, rules and procedures provide general guidance, direction, limitation, and operating instructions. Statutory and administrative regulations must be complied with while establishing, administering and monitoring community corrections plans and other DOC contracts. Uses independent judgment consistent with the mission, goals and objectives of the Department of Corrections.

**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>			
Senior Managers	In person/phone/email/mail	To provide consultative advice, present research findings, facilitate meetings, and recommend policy changes. To plan and manage projects, gather and verify information, and explain policy and processes. To present and/or exchange information, make decisions, participates in work groups. Advise on planning, development, implementation and coordinator of projects.	Daily
Professional staff and managers from different disciplines within the agency			
Representatives from other state, county and city agencies			
County Community Corrections field staff and Directors			
Board of Parole Board and Post-Prison Supervision			

Other DOC Agency Staff	In person/phone/email/mail	Provide information as requested and directed	As needed
Other state employees/agencies	In person/phone/email/mail	Provide information as requested and directed	As needed

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Policy recommendations have far-reaching impact on agency as direction will be established from information received in briefing documents and other work. Recommendations related to local community corrections can impact delivery of correctional services at county level, yet remaining cognizant of maintaining county consistencies. Directory of services is critical to courts and field in determination of available slots and services for community-based treatment of offenders. Decisions based on the resources needed, priorities of projects for completion, project completion time frames, and user participation are critical to the success of a statewide criminal justice system that impacts public safety decisions by thousands of users.

**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 curser at end of a row (outside table) and hit "Enter".*

PEM H, AD for Community Corrections		In person; written review	Daily	Work is reviewed by the AD of Community Corrections to provide policy guidance and review performance through conference and reports for effectiveness. Work is reviewed upon request, when discussing long range state goals and missions as related to the work, or to consult on policy or precedent-setting issues. Completed work is accepted as technically authoritative. Review of work assures effectiveness and compliance with policy and law.

**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 works with general guidance and direction; must use a computer; word processing and spreadsheet software; familiarity with other database and file manager software necessary. Travel requires valid driver's license or acceptable alternative means of travel. The position requires strong verbal and written communication skills, and the ability to effectively communicate difficult technical and automation project concepts to end users and managers who may have little or no automation project experience.

Critical thinking and analytical skills are also essential. It requires an understanding of various training methods and strong organizational skills, with the ability to coordinate more than one project at a time. It requires a thorough knowledge of automated systems and the ability to comprehend complex details of DOC's automated systems and AS/400 operations. Must possess group skills and demonstrate the ability to work as a member of a team. The ability to assist in making organizational changes and motivate staff to be creative and flexible is desired.

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.

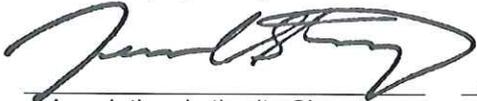
## SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date



11.20.13

Appointing Authority Signature

Date