

Provide confidential administrative support for the Assistant Superintendent of Security and coordination of all administrative duties, ensuring the smooth flow of office functions within the Security Section.

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. In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect, creating a work environment where individuals' differences are sought and valued.

Correctional Caseload Management (CCM): The CCM is a component of the OAM that brings emphasis to the fact that the management of inmates is a collective responsibility, and uses our resources in a way that economically, efficiently and effectively provide for the best public safety outcomes. All staff and partners play a role in providing services to the inmate population. The OAM and the CCM provide the framework and the opportunities for staff and partners to build a sustainable system that affords inmates positive opportunities for change, protects the public's safety, and reduces the numbers of inmates rotating through the criminal justice system. Individual and collective participation is critical to the success of this mission.

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
50%	R	E	Works closely with the Assistant Superintendent of Security to provide confidential secretarial and administrative support. Anticipates supervisor's needs by furnishing information required for official reply to correspondence and other official acts. Reviews incoming mail to process and/or forward; tracks deadlines and follows up on assignments made to managers; researches and compiles a variety of correspondence (e.g., disciplinary letters, memos) and assembles data to provide special projects, reviewing for correct grammar/punctuation; maintains Assistant Superintendent's calendar scheduling appointments, meetings, and items requiring attention; and monitors work priorities and time frames to meet deadlines. Schedules meetings, composes meeting minutes and provides for various committees assigned by the Assistant Superintendent. Responds to a variety of questions regarding personnel/payroll issues; maintains office personnel files; maintains DOC Rules and Policies and OSCI procedure and Post Order Manuals. Works independently, making own decisions on various assignments received. Acts as a liaison between staff and supervisor, as well as keeping supervisor informed about operational issues/problems and assisting as needed in resolving them.

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

			Communicates with public and private officials, professional individuals, staff, inmate families/friends and others. Answers questions and provides information which requires a thorough knowledge of DOC rules and policies and institution procedures. Arranges travel accommodations and prepares and submits expense claims. Schedules inmate call-outs for interviews. Serves as a member of interview panels for selection of new staff as needed.
20%	R	E	Monitors and organizes all recruitment activity for new hires and promotional opportunities by requesting lists from the recruitment unit, setting up the panel, interview questions, reserving rooms and compiling all required documents for interview. Prepares new hire action paperwork, obtains required documents and codes the certificate list of eligibles. Works with other DOC departments (e.g., recruitment unit, personnel) and other state agencies and public businesses (occupational medicine). Instructs class of new staff on personnel documents. Serves as primary contact with Human Resources answering questions regarding certification, recruitment and personnel issues.
20%	R	E	Assigns, distributes and tracks annual staff performance evaluations to managers clarifying language, appropriate signatures and completeness of information; queries criminal histories with Web-based Law Enforcement Data System (LEDS) as part of the annual evaluation process.
10%	R	E	<p>Support services: Serves as back-up to the Executive Support Specialist for the Assistant Superintendent of Correctional Rehabilitation during absences. One of two contacts responsible for entering 1206 Inmate Transfer Request to schedule transfers for those inmates determined suitable by institution stakeholders and the Office of Population Management. Designated as one of the contact persons for entering relationship conflicts in the AS400 system. Performs similar and related duties as assigned.</p> <p>Inmate Supervision/Custodial Responsibilities: Supervises an inmate orderly in the daily cleaning of the Assistant Superintendent's office.</p> <p>Maintains confidentiality in all above areas. Must be able to provide this support with little or no supervision. Attends and participates in training as assigned. Performs other duties as assigned.</p>

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.

This position works inside a medium security adult male correctional institution and may encounter angry, hostile or abusive inmates which could result in personal physical injury, death, or being taken hostage. Inherent custodial duties include the responsibility for personally handling inmate incidents in the immediate work area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment and contraband. Is responsible to document all unusual incidents. This position is subject to recall to the institution in the event of an emergency. The employee works in an office area located off the main inmate corridor, which must remain secured. The employee in this position works as a member of an office team where conversations and paperwork generated may be sensitive and related information must remain confidential.

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.

OSCI Procedures/Directives/Post Orders
Department of Corrections Rules and Policies
Emergency Response Plan manuals
AOCE and AFSCME labor contracts
LEDS and NCIC manuals
Computer Operating Manuals

- b. How are these guidelines used?

Refer to directives when needed to ensure for accurate decisions and/or respond effectively to employee/public/official/inmate inquiries or to clarify the appropriate procedure to follow in day to day responsibilities.

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>			
Inmates	In person/E-mail/mail	Respond to questions regarding various issues, i.e., transfers, housing, STM, safety.	Daily
DOC Payroll/Purchasing	Telephone/E-mail/mail	Payroll issues/equipment and supply purchases.	As Needed
General public	Telephone	Provide requested information.	Daily
Attorneys/law enforcement agencies	Telephone/E-mail	Provide requested information; researches and provides information as required.	Daily
Other Oregon agencies	Telephone/E-mail	Schedule appointments to see inmates, provide requested information.	As Needed
Other DOC facilities/other State agencies	Telephone/E-mail	Resolve concerns/provides information on variety of issues-transfers, safety, STM, medical.	Daily
Other state/federal officials	Telephone/E-mail/ in person	Schedules appointments to see inmates, provides requested information.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Daily decisions regarding prioritization of work to ensure accomplishment in a timely and efficient manner; the appropriate and pertinent information to include in meeting minutes; appropriate and correct response to inquiries posted by staff and inmates, in addition to outside sources such as visitors, inmate family/friends, attorneys, etc.; and must prioritize tasks and determine whether processes/actions comply with the rules and procedures. Must be able to

work effectively under pressure of deadlines, disruptive conditions, and changing priorities; must be detail-oriented; and must identify individuals from responses of the Law Enforcement Data System (LEDS), Oregon Judicial Information Network and Juvenile Justice Partner System programs. Incorrect decisions or inappropriate information can jeopardize the safety and security of the institution and can reflect negatively on the institution and the Assistant Superintendent of Security.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Assistant Superintendent of Security	Z7010	Reviews work performed	Daily	Work is reviewed daily through verbal conversations or written format to ensure the office operates efficiently. Formal reviews are conducted at annual performance evaluation intervals.

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:

Relieves the Executive Support Specialist to the Assistant Superintendent, Correctional Rehabilitative Services during absences.

Must possess knowledge of AS400 system, Microsoft Outlook and Word, Excel, Access, AFAMIS.

Requires the ability to carry out specific assignments and keep office information confidential. Must be dependable and be able to work with little or no supervision.

LEDS certification to allow the use of LEDS to access background checks/criminal history/DMV information.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

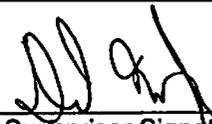
SECTION 11. ORGANIZATIONAL CHART

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.

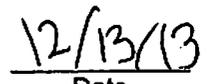
SECTION 12. SIGNATURES

Employee Signature

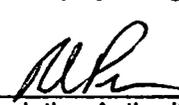
Date



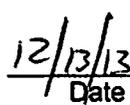
Supervisor Signature



Date



Appointing Authority Signature



Date

