STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
Dec. 30, 2013

This position is:

☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc - Supervisory
☐ Mgmt Svc - Managerial
☐ Mgmt Svc - Confidential

Agency: Department of Corrections

Division: Eastern Oregon Correctional Institution

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 2
b. Classification No: C0104
c. Effective Date: 1/01/1989
d. Position No: 8900112
e. Working Title: Office Specialist 2
f. Agency No: 29100
g. Section Title: Food Services Section
h. Budget Authorization No: 000104080
i. Employee Name:
j. Representation Code: AAONC0104
k. Work Location (City-County): Pendleton, Umatilla
l. Supervisor Name (optional): Trent Juif

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 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.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The 58-acre institution property is highly visible to the public inasmuch as it is located between the two major access routes to Pendleton and within the city limits. EOCI operates with a biennial budget of approximately $55 million, with a full time staff of 436.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult felons meeting medium-security classification requirements. The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are also available in the form of: education, leisure-time activities, meaningful work assignments, and participation in special needs programs. The fundamental value in the prison continuum is the principle that the least restrictive method be used to manage inmate behavior, consistent with public safety. The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with a five thousand foot, electronic perimeter security system

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:

This position serves as an Administrative Assistant to the Food Service Manager and the Food Service Section and is responsible for typing all correspondence, reports, and directives as dictated or from general instructions. This position's responsibilities include preparing Purchase Requests, Receiving and Inspection Reports, employee timekeeping, scrutinize budget reports, organize work activities, setting priorities, supervision of inmates, operating computer equipment, inventory control, assigning work, and other Food Service record keeping. This position is responsible for enforcing and abiding by all applicable Department of Corrections Rules, Procedures, Institution Procedures, and Administrative Directives, and following and enforcing established security procedures at all times.

SECTION 3. DESCRITPION 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) functions.

% of time	N/R/NC	E/NE	DUTIES
30%		E	Provides secretarial support for the Food Service Manager. Receives, reviews, and distributes mail; initiates follow-up memos and letters; including confidential/staff related materials, schedules appointments for supervisor; receives telephone calls, answers or directs inquires to the appropriate staff or other agency personnel as required. Screens telephone and all public/staff callers for the Food Service Manager;
20%		E	Responsible for entering into the Department of Corrections JD Edwards Accounting System all Purchase Order Requests for EOCI's Food Service Section. Contacts vendors for price quotes, product availability, delivery dates and purchase order status. Compares invoices to Purchase Orders, contacts vendors regarding invoicing errors, enters receiving information into the computerized accounting system forwards invoices to DOC Accounts Payable Section for payment. Reconciles the Inventory computer reports to the actual physical inventory count of food items;

20%	E	Schedules and assigns approximately 175 inmate food service workers to various work assignments in the Kitchen and Bakery; types and distributes to the appropriate sections the daily Inmate Worker's Turnout Sheet, which lists each inmate's name, job assignment, days off, bunk and housing assignment, and the time scheduled/required to report to work. Researches inmate communications for eligibility to work in Food Service; the assignment of inmates to the Food Service Section is coordinated through Health Services and the Assignment Office. Administers tests to inmates for PRAS point increases
10%	E	Tracks the sale of food products to EOCI Canteen; prepares billing to Canteen staff and cost/profit report for Food Service Manager. Responsible for reviewing budget reports, expenditure reports and providing an accurate running total of Food Services Section's expenditures by month, number of meals served, and calculating the cost per meal served. This data is essential in managing the budget for EOCI'S Food Service Section. Upon request, submits expenditure reports to the Functional Unit Manager to provide historical data in preparing future budget requests for equipment, food, and supply requirements;
10%	E	Provides direct supervision and instructs three plus inmate clerks assigned to the Food Service Office and the immediate area in their assigned tasks; Perform routine/frequent area searches of Food Service office area; maintain an inventory of tools/controlled items. Reviews inmate program attendance reports and inputs data into the DOC 400; these reports are used to consider/award Inmate Meritorious Pay to inmate workers. Verifies the accuracy of inmate attendance sheets with CFS Coordinators assuring accurate pay/awards to inmates.
5%	E	Other duties included the daily timekeeping for staff; prepares monthly Payroll Reports and forwards to the Department of Corrections Payroll Section, Maintains current files on therapeutic diets, and notifies staff of any changes
3%	E	Responsible for the security of the institution through charge and control of inmates, including responsibility to personally handle inmate incidents in the immediate work area; prevent escapes through proper control of keys, tools and contraband and documenting unusual incidents as they occur. Additional work or special assignments as assigned and/or directed by the Food Service manager or other administrative staff.
2%	E	Other work, tasks, special projects, etc., as required or 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.

This position requires daily direct supervision of incarcerated male inmates. The employee is required to work weekends and/or holidays, as required and/or necessary. Physical exertion may be required, responding to inmate's out-of-control behavior, restraining inmates, breaking up fights, coming to the aid or defense of another staff member being assaulted, and may serve as a member of the Emergency Response Team. Daily work in a highly active and noisy, area with the work being completed on time.

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.

Department of Corrections Rules and Procedures, EOCI's Procedures and Administrative Directives, Inventory System, and payroll procedures. Must be thoroughly knowledgeable in inventory procedures, confidentiality, and purchasing procedures

b. How are these guidelines used?

These guidelines are used in obtaining services and supplies, encoding and reconciling inventory records, and documenting the Food Service Section's compliance with the DOC Rules and Procedures.

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?
DOC Officials	Telephone	Work-related requests	Weekly
EOCI Administrators, Pogram Managers	In person/telephone	Food Service related info/work requests	Daily
Vendors	In person/telephone	Price quotes/P.O. Status	Daily
Community Corrections	Telephone/E-Mail	Contract Meals/Menu's	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position must have decision-making capabilities regarding the assigning of non-routine or emergency duties to appropriate staff and/or inmate workers. Must possess a thorough knowledge and understanding of DOC Rules and Procedures.

Uses independent judgment in generating formats for recording statistical data for routine operations and special projects.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Executive Manager D	6000.665			

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? None
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 REQUIRMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Must have administrative ability to manage an office of a varied and complex operation of various professionals and inmate workers.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Skilled in operating computer equipment and ability to use various program software, i.e., Word Perfect, Quattro Pro, Paradox, and the AS400, Memory typewriter, ten-key calculator, copy machine, etc.

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

Operating Area	Biennial amount ($00000.00)	Fund type

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 12/30/13 Date

Brigitte Arnold 12/30/13
Appointing Authority Signature Date