



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
4/22/2013

Agency: Department of Corrections

Division: Eastern Oregon Correctional Institution, Pendleton

New Revised

This position is:

- 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: 07/01/1999 d. Position No: 9700831
 e. Working Title: Staff Deployment Coordinator f. Agency No: 29100
 g. Section Title: Security h. Budget Authorization No: 000670660
 i. Employee Name: j. Representation Code: AAON
 k. Work Location (City-County): Pendleton – Umatilla
 l. Supervisor Name (optional): Tom Lemens, Assistant Superintendent of Security

m. Position: Permanent Seasonal Limited duration Academic Year
 Full Time Part Time Intermittent Job Share

n. FLSA: Exempt If Exempt: Executive o. Eligible for Overtime: Yes
 Non-Exempt Professional No
 Administrative

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

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 \$44 million, with a full time staff of 438. The buildings are appraised at \$45,620,270 and the land is valued at \$1,201,333.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult male 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. This position exists within the security section of Eastern Oregon Correctional Institution (EOCI). 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:

Implement, coordinate and manage security staff deployment and scheduling utilizing the Institution Staff Deployment System data base and sound staff deployment strategies to provide balanced rosters requiring no more staff than budgeted and authorized while minimizing operational costs.

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.

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
40%	NC	E	Prepare, issue, validate, and interpret staffing rosters, management reports, absenteeism reports, system audits, and reconciliations to maximize effective staff scheduling and deployment and minimize overtime. Monitor time and attendance on an ongoing basis, including overtime, absenteeism, leaves. Prepare reports on staff deployment related data, reconciliations, and system audits. Ensure facility training attendance requirements are met by scheduling employees for various training or meetings, providing post relief coverage, and working closely with the Field Training Program Manager to ensure a balanced, varied on-the-job training experience for new employees. Identify, monitor, and take appropriate action in situations regarding employees who qualify for family leave.
20%	NC	E	Responsible for the implementation and management of the computerized staff scheduling system, (ISDS), including the development of planning, organizational, operational and informational controls, making recommendations of necessary changes of operation, policies, and procedure as warranted. Operate ISDS in compliance with DOC policies and procedures, labor agreements, management policy, etc., through the implementation of audits and other techniques to assign staff to rosters, approve or deny leave, and deploy relief staff. Maintain facility level historical, system to date, and year to date staff deployment records.
15%	NC	E	Facilitate semi-annual post and annual vacation bids, by maintaining seniority lists, preparing bid informational packets, posting bid notices, receiving and posting bids, checking bids for accuracy and to ensure compliance with established procedures, and preparing vacation calendars and bid awards at the conclusion of the bidding cycle. Makes Trial Service Staff assignments and assists the Assistant Superintendent of Security with decisions relating to post rotation periods.
10%	NC	E	Responsible for maintaining information in the ISDS database and ensure it is accurately reflected on the time sheet in accordance with published time sheet codes and procedures and assuring that discrepancies are reconciled with the appropriate shift commander, payroll clerk, and/or employee.
8%	N	E	Set up and coordinate process for completion of security staff performance evaluations by assigning and routing evaluations to security supervisors for drafting, proof reading and editing drafts, tracking completed evaluations through the signature process and distributing finalized evaluations.
4%	NC	E	Attend DOC and Institution meetings as directed to provide input on staffing and budgetary matters. Attend and provide input at staff meetings of all Institution Staff Deployment Coordinators to assure consistency of database management processes.
2%	NC	E	Assist and participate in training on the ISDS system as needed. Assure updates in processes/procedures and information are implemented and communicated in a timely and accurate manner to all affected institution personnel. Schedules new staff to attend New Employee Orientation training.
1%	R	E	Assist Executive Support Specialist 1 hour a week filing Security employee documents. Accomplishes other tasks and duties as deemed necessary and assigned by supervisor.

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.

Work is performed within the secure confines of an adult medium-security correctional facility. Interaction with inmates occurs on a daily basis. Routine, continual direct contact with convicted male felons is required. There is an inherent responsibility to support correctional security staff during periods of inmate unrest. The incumbent of this position is subject to callback in the event of an emergency or work stoppage and is subject to assignment in any area of the institution. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury.

Work requires the use and operation of a computer utilizing database, word processing, and other software six to eight hours, daily.

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 Department of Corrections Rules and Procedures, EOCI Procedures, applicable Federal and State Laws and Regulations, and the local collective bargaining agreement.

b. How are these guidelines used?

Establish guidelines for daily operational functions and implementation of the Institution Staff Deployment System and Manpower deployment strategies.

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?
Superintendent & Asst. Supt. of Security	Writing/phone/person	Provide information, review work, receive guidelines	Daily
EOCI Program Managers & Administrative Staff	Writing/phone/person	Inquiries/information	Daily
Security Staff	Writing/phone/person	Inquiries/information/instructions	Daily
Union Officials	Phone/person	Meetings/inquiries	As needed
DOC ISDS Coordinator	Writing/phone/person	Coordination	Weekly
Other Institution Coordinators	Writing/phone/person	Networking/sharing information	As needed
DOC Administration	Writing/phone/person	Provide information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.
 Upon thorough data analysis, formulates and recommends decision options affecting institution staffing levels to ensure staffing patterns are within guidelines and operating costs associated with personnel services are maintained within budget limitations. Makes daily decisions regarding staff assignments, schedules staff attendance at training meetings, vacation, family leave and other leaves, reviewing and recommending approval/denial of staff leave requests based on operational needs. Establishes work priorities and monitors deadlines. Interprets applicable rules, procedures, guidelines, and contract language. Consistently makes routine operational decisions, in compliance with guidelines and ensures the decisions made are consistent with the Institutions goals and program purpose and to facilitate a cost effective operation, while ensuring adequate staffing levels are maintained.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Asst. Supt. of Security	6000699	Review work & from security management	Ongoing	Ensure compliance with DOC goals and operational objectives, and to audit database for accuracy and integrity

SECTION 9. OVERSIGHT FUNCTIONS

- 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 checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" 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 REQUIRMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The employee must possess the ability to work independently with little or no supervision, prioritize work assignments and ensure timely completion; compose and formulate correspondence, reports, and other written documentation as required; exercise good judgment in decision-making; interact well with coworkers, supervisors and inmates, promoting harmonious working relationships with other departments; and possess excellent written and verbal communication skills. Additionally, the employee must have a good working knowledge of and ability to operate personal computer, fax machine, copy machine, telephone equipment; and possess a thorough knowledge and understanding of all Department of Corrections Rules and Procedures, EOCI Procedures, Administrative Directives and the local collective bargaining agreements.

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

Experience with personal computers and the basic concept of database operation as well as basic understanding of security operations including the scheduling of staff.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
This position does not have authority to commit agency operating dollars; however, the primary function is to assure adequate staffing, while minimizing operational costs, especially overtime expenditures.		

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	_____ Date	_____ Supervisor Signature
_____ Appointing Authority Signature		_____ Date