



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/22/13

Agency: Oregon Department of Corrections
Facility: Eastern Oregon Correctional Institution

[ ] New [x] Revised

This position is:

- [x] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 2
b. Classification No: C0104
c. Effective Date: 01/01/1989
d. Position No: 8900110
e. Working Title: OS2 - Security Clerk
f. Agency No: 29100
g. Section Title: Security
h. Budget Auth No: 000670660
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City - County): Pendleton-Umatilla
l. Supervisor Name (Optional): Tom Lemens Assistant Superintendent Security
m. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[ ] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [ ] Exempt [x] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [ ] Administrative
o. Eligible for Overtime: [x] 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 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. EOCl 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:**

Provide timekeeping and clerical support to the Security Section at EOCI

**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) function.**

% of Time	N/R/NC	E/NE	DUTIES
75	R	E	Uses automated and manual systems to record time for Security Section staff. Organizes and maintains filing system. Integrates automated and manual systems with State and DOC payroll systems and Institution Staff Deployment System. Reviews documents submitted by staff to ensure accuracy and completion – obtains missing information and/or documents. Copies and routes documents as necessary for payroll, leave balances, FMLA and OFLA. Responds to inquiries from staff, HR, DOC payroll, and EOCI managers. Researches inquiries and issues to ensure correct record keeping and appropriate responses are provided. Assures that supervisor is fully briefed on matters to be considered before making timesheet changes. Explains payroll rules and policies to staff and applies provisions of the collective bargaining agreement related to staff pay, leave accrual, and timekeeping. Compiles statistics and

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

			reports related to staff attendance and leave usage.
20	R	E	Provides clerical back-up for the Security Staff Deployment Coordinator in her absence. Assist Staff Deployment Coordinator with implementation and maintenance of security staff performance evaluation program.
5	NC	E	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.**

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.**

Federal and state statutes, Oregon Administrative Rules, DOC policies and procedures, labor agreements and personnel and payroll regulations.

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

Rules and procedures establish guidelines for daily operational functions and accomplishment of the department's mission and goals.

#### 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>			
EOCI staff	Person, phone, email	Time Records	Daily
DOC departments	Person, phone, email	Timekeeping	Daily

#### SECTION 7. POSITION RELATED DECISION MAKING

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

Makes decisions affecting employees' pay and leave balances for accurate timekeeping as approved by the Assistant Superintendent of Security or designee.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Principle Executive Manager F, Assistant Superintendent of Security	6000699	Work is reviewed as needed	Monthly	To ensure accurate records are maintained.

*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 checked="" 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:

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type

*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