STATE OF OREGON

EXECUTIVE DEPARTMENT
Personnel and Labor Relations Division

POSITION DESCRIPTION

This position is:

( ) Mgmt Service-Supv
( ) Mgmt Service-Conf
(X) Classified
( ) Unclassified
( ) Executive Service

* * PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM * *

( ) New (X) Revised

SECTION 1. POSITION INFORMATION

a.	Class Title:	Executive Support Specialist I	b.	Class No.:	C0118
c.	Effective Date:	07/01/1991	d.	Position No.:	0009201
e.	Working Title:	Mgmt Asst to Asst Supt General Srvs	f.	Work Unit:	OSCI Program Services
g.	Agency No.:	291000	h.	Agency Name:	Department of Corrections
i.	Employee Name:	Vacant	j.	Work Location (City-County):	Salem-Marion

k. Position: (X) Permanent ( ) Seasonal ( ) Limited Duration ( ) Academic Year
(X) Full Time ( ) Part Time ( ) Intermittent ( ) Job Share

l. FLSA: (X) Exempt ( ) Non-Exempt m. Eligible for Overtime: (X) Yes ( ) No

SECTION 2. PROGRAM/POSITION INFORMATION

a. **Describe the program in which this job 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 the 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 DOC 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 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.

The Oregon State Correctional Institution is a medium security prison with an inmate population of 895 inmates located in Salem, Oregon. The purpose of this program is to ensure appropriate custody classifications and assignments, and provide education programs, work training, religious services, health/mental health services, recreation programs, canteen services, visiting opportunities, and mail services to incarcerated inmates.

b. **Describe the purpose of this position, and how it functions within this program, by completing this statement: The purpose of this job/position is to**....provide and coordinate confidential secretarial duties in order to assist the Assistant Superintendent of General Services in carrying out his/her function of providing effective management and supervision of the various sections within the General Services Department at the institution. This position's mission is to ensure the Assistant Superintendent of General Services office is run in an orderly manner. The position functions as an emissary with other institution section staff on behalf of the Assistant Superintendent, to

disseminate information to all staff and provide support, assistance, and back-up services for the Assistant Superintendent of Transitional Services and Superintendent's office, as needed.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

% of Time	N/R	DUTIES
30%	E	Manages the office of the Assistant Superintendent of General Services. Establish and maintains filing system for all correspondence for expedient reference, including confidential personnel files. Composes and types letters, reports, and memorandums. Types employee performance evaluations, etc. Answers telephone calls directed to this office and courteously assist callers with inquiries. Insures Assistant Superintendent is provided accurate and timely telephone messages and information. Maintains personnel records and prepares monthly time sheets for General Services Managers, counselors, recreation staff, and others. Must maintain confidentiality at all times. Monitors leave without pay issues, preparing and submitted required reports as necessary. Receive, route, track and distribute all Special Activity Proposals generated within the institution.
15%	E	Receives and reviews incoming mail and provides Assistant Superintendent with relevant information for necessary reply/action and distributes/takes action on outgoing mail generated by Assistant Superintendent. Gathers, researches, and compiles information relative to the operation of the Assistant Superintendent of General Services for administrative action. Monitors status of pending projects, keeping Assistant Superintendent informed of progress and follow-up with staff regarding project/assignment due dates. Maintains Assistant Superintendent's calendar.
15%	E	Schedules/coordinates conferences between inmates and outside agencies; Immigration/Naturalization Services, Parole and Probation, and public defenders/private attorneys. Coordinates and schedules visits for inmates to see outside individuals, i.e., psychologists, psychiatrists, investigators, attorneys, Parole Board, etc., in accordance with OSCI procedures and directives and Department of Corrections Rule on Institution Access. Runs LEDS checks on individuals, when necessary, prior to being allowed entry into the institution and prepares Visitor's Authorization for signature of Assistant Superintendent. Initiates hiring lists for Counseling, Safety, Diversity Coordinator and Recreation units, makes telephone contact/generate contact letters, schedule interviews, facilitate interviews and hiring process. Serves as contact person when issues regarding room use conflicts occur, or when scheduling is necessary. Provides assistance to BHS with matters such as escorting of outside visitors, equipment/supplies needed for interviews areas, etc. Assists Oregon Corrections Enterprises by completing background reviews on potential visitors and/or clients. Also assists OCE by reviewing potential OCE inmate employees ensuring the inmate is eligible for transfer to OSCI. Generates and distributes appropriate institution paperwork for OCE visitors and/or clients to enter the institution. Assist BHS, Hispanic A & D, and Health Services with background checks of potential employees, visitors and/or clients and generates and distributes appropriate institution paperwork to enter the institution and acts as escort into the institution as needed.
25%	E	Ensures newly implemented 1206 checklist is completed and approved by the Assistant Superintendent of General Services and then processes 1206 transfer request. Maintain the current LEDS spreadsheet on P drive, facilitate the Institution Specific Orientation for new contractors. This position provides back-up in the event OSCI becomes understaffed in any support services area. Serves as back-up to the Executive Support Specialist for the Assistant Superintendent of General Services during absences. Serves as back-up to the Management Assistant to the Superintendent during absences. Formats information for placement into submitted Special Population Management packets. Submits completed packets to SPM committee and tracks committee decisions regarding inmate placement. Notifies appropriate staff regarding decision.

10% E Distributes weekly agenda to staff seeking information for upcoming Multi Disciplinary Team meetings. Attends weekly Multi Disciplinary Team Committee meetings; records official action, composes meeting minutes for review/approval by Assistant Superintendent. Arranges meetings and schedules appointments, conferences and inmate call-outs for Assistant Superintendent of General Services. Plans itineraries and travel arrangements connected with the official duties of the Assistant Superintendent. Receives visitors and maintains contact with State officials and the private sector, inmate families/friends, and others on behalf of the Assistant Superintendent. Answers inquiries from public and other DOC facilities and provides individuals with accurate information which requires a thorough knowledge of institution programs/procedures. Works with BHS and Parole Board in scheduling required psychiatric reviews, facilitate visits by Department of Human Services staff to assist inmates in transition. Administers written psych eval written tests for parole board contracted doctors. Conduct background checks on all providers who enter the facility to participate in Central Office General Services Unit including over one hundred fifty providers who participate in bi-annual institution job/transition fair. Assists inmate special interest groups and their volunteer supervisors by scheduling events, conducting background investigations and acting as a liaison between the volunteer and the intuition.

5% E Law Enforcement Data System (LEDS) representative for institution with Oregon State Police. Responsible to maintain Oregon State Police records, train/certify employees in accordance with LEDS/WebLeds rules, laws and processes. Assist certified staff with questions interpreting criminal history records, driving records, protection orders, court records, etc., Monitor and ensure all staff are following the laws/rules for LEDS usage. Responsible to distribute LEDS updates to all certified staff under the institution ORI. Maintain accurate records. Held responsible and corrects any errors found during biennium audit performed by State Police. Performs other duties as assigned. Must be familiar with OSCI and Department rules and procedures and demonstrate the ability to implement and use those pertinent to this position. Attends and participates in mandatory in-service training according to Department of Corrections standards. Supervise inmate who works as the General Services orderly Monday through Friday.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

This position is located inside a medium security adult male correctional prison and employee may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. On a daily basis, inherent custodial duties include responsibility for personally handling inmate incidents in the immediate work area, control of institution keys by maintaining proper custody, use, and reporting discrepancies; enforcing Department and institution directives for safe and secure operations/security. Employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment, and contraband and to document unusual incidents. This person is subject to recall to the prison in the event of an emergency and is required to maintain preparedness for emergencies by reading and following the Emergency Response Plan Manual. Maintains a professional demeanor, code of ethics, and good communication to create a safe work environment. The employee in this position works in an office environment where conversations and paperwork are generated of a sensitive nature on a daily basis and must possess the ability to keep this information confidential.

SECTION 5. GUIDELINES

a. **List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.**

OSCI Procedures/Directives/Post Orders
ODOC Human Resources manual
Department of Corrections Rules and Policies
Emergency Response Plan manual
AOCE, AFSCME, OPEU labor contracts
LEDS manual
Oregon Occupational Safety & Health Code
Computer Operating Manuals

b. **How are these guidelines used to perform the job?** Refer to directives, when needed, in order to make correct decisions and/or appropriately respond to public/official inquiries, or to clarify the appropriate procedure to follow in

day-to-day job responsibilities as listed in this position description.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Inmates	In person/mail	Answer inquiries regarding CTS/ Mental Health callouts & requests to see Assistant Superintendent; Answer questions/resolve issues General Services orderly may have. Administer MMPI testing for psychologists.	Daily
DOC Payroll/ Personnel/Business Office	Telephone/mail	Payroll/personnel issues/travel & purchasing issues	Varies
General Public	Telephone	Answer inquiries	Daily
Attorneys/Investigators/ Law Enforcement agencies	Telephone	Schedule appointments to see inmates	Daily
Other DOC facilities/ state agencies	Telephone/Mail	Answer inquiries/provide requested information/schedules telephone conferences with inmates	Daily
Parole Board Psychologists	Telephone/in person	Schedules appointments for interviews w/inmates. Provide assistance when needed.	Varies

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SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate affect of these decisions where possible.

Daily decisions made regarding prioritization of work to insure it is accomplished in a timely and efficient manner, i.e., inmates are placed on call-out to the correct location to see appropriate staff, and any other official persons who request to see inmates or who request to talk to inmates via the telephone. Decide the appropriate and pertinent information to include in meeting minutes. Determine where to relocate consultants or therapy groups when there is insufficient space. Provide appropriate and correct responses to inquiries posed by staff and inmates in addition to outside sources such as attorneys, visitors, inmates' families/friends, employees of other DOC facilities and state agencies. Incorrect decisions or inappropriate information can reflect negatively on the prison and the office of Assistant Superintendent of Program Services.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review? Assistant Superintendent of General Services (Principal Executive Manager F). Position #1904.201. Ongoing. To maintain the efficient operation of the office within the guidelines of Department of Corrections rules/procedures and OSCI procedures and directives.

SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED **ONLY** FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? 0. Through subordinate supervisors? 0.

b. Which of the following supervisory/management activities does this job perform? 0

( ) Plans Work
( ) Assigns Work
( ) Approves Work
( ) Responds to Grievances
( ) Disciplines/Rewards
( ) Hires/Fires (or Effectively Recommends)
( ) Prepares and Signs Performance Appraisals

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position: The person in this position relieves the Executive Support Specialist I in the office of Assistant Superintendent of General Services. Requires the ability to carry out specific assignments and keep office-generated information confidential. Must possess knowledge of the IBM AS400 computer system and Microsoft Word program, FAX machine, dictation equipment, and photocopy machine.

Serves as back-up to the Supervision Executive Assistant for the Superintendent during absences.

Regular attendance is an essential function of this position in order to meet the demands of this job and to provide necessary services.

SPECIAL REQUIREMENTS: **List any special mandatory recruiting requirements for this position:** Three years of clerical/secretarial experience. Thorough knowledge of correct grammar, sentence structure, and punctuation. Limited use of shorthand.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds: N/A

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.

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Employee Signature Date

Supervisor Signature Date

Appointing Authority Signature Date