STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/1/13

This position is:
- ☐ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☒ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Columbia River Correctinal Institution

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Executive Support Spec 2	**b.**Classification No:	X0119X
c. Effective Date:	10/03/2006	**d.**Position No:	8909016
e. Working Title:	Assistant to the Superintendent	**f.**Agency No:	29100
g. Section Title:	Administration	**h.**Budget Auth No:	
i. Employee Name:		**j.**Repr. Code:	

k. Work Location (City – County): Portland, Multnomah County

l. Supervisor Name (Optional): Superintendent

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.

Oregon Accountability Model: the basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff to inmate and staff to staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti – social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

Columbia River Correctional Institution is a 593 bed minimum security correctional institution housing adult male inmates. The facility provides a full range of correctional services and programs which directly support the Department of Corrections primary mission. These include: (1) A 50 bed residential alcohol and drug treatment program, a 61 bed Alternative Incarceration Program and a 77 bed transitional leave unit. (2) Basic adult education, life skills and job readiness training. Restitution and community service work programs for various additional inmates, with assignment to public service crews. (3) The institution employs 120 FTE general funded staff and approximately 35 staff provided

under contracted services. CRCI has a strong "community oriented" programming for inmates and utilizes a large number of community volunteers in its programs.

Columbia River Correctional Institution is a 593 bed minimum security correctional institution housing adult male inmates. The facility implements the agency (ODOC) mission by ensuring the security and safety of staff, inmates and the community while: (1) Providing transitional programming and release services to inmates nearing their release to the community. Services include; residential and outpatient drug and alcohol treatment, mental health counseling services, work force development training, health and medical/ dental services, and pre-release planning and (2) Providing work opportunities for inmates in conformance with Oregon Constitutional requirements. Inmates work in a verity of support jobs within the institution and in community service and private sector jobs on outside work crews.

CRCI operates South Fork Forest Camp (SFFC), a 200-bed facility for male inmates near Tillamook Oregon, which is managed jointly with the Oregon Department of Forestry. Inmates assigned to SFFC provide labor for forest management, firefighting, and parks maintenance. The multi-disciplinary team at CRCI and SFFC are responsible for the assignment of inmate programs, unfenced housing and community cleared inmates. CRCI has been designated as a release facility for all inmates releasing to any of the northern counties. The institution processes approximately 50 inmate releases per month.

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.

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 is responsible to coordinate activities of the Superintendent's office and to provide confidential support services to the Superintendent of CRCI/SFFC. This position supervises (4) Office Specialists in critical areas of CRCI: Reception, mail Services, Canteen. This position serves as the primary Public Information Officer for CRCI and SFFC as well as Legal Information Officer.

The incumbent is a member of the institution's Executive Management Team, participating in the development and implementation of policies and procedures affecting general operations, personnel management and labor relations.

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.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
100%	NC	E	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 re-entry 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, administrator, and supervisor in support of the OAM.
30%	NC	E	**Confidential Executive Support:** Serves as the confidential Management Assistant to the Superintendent by meeting administrative needs such as: composing and editing letters, memos, miscellaneous reports, etc. Receives, review, logs, routes, and tracks all mail received in the Superintendent's Office; reviews and revises correspondence composed by staff for Superintendent's signature; and drafts responses. Maintains calendar, schedules and arranges appointments, interview, meetings and conferences. Responsible for and maintains filing and records retention system for all confidential administrative records including but not limited to: a) confidential administration planning and operation records; b) confidential inmate movement information; c) investigations; and d) inmate correspondence and staff responses, e) union grievances, f) inmate lawsuits.
		E	Acts as the travel coordinator to CRCI by making plans and arrangements for individual and group travel itineraries and accommodations. Prepares, submits and maintains records of all travel and expense claims.
		E	Actively participates in CRCI/SFFC Executive Team meetings and takes minutes for CRCI's Labor Management, Management and Prison Advisory Committee meetings. On a daily basis participates in the executive decision – making process. Receives assignments from participation in these activities. Records official assignments from participation in these activities. Records official actions, prepares agendas and accurately composes minutes of meetings for CRCI Management staff, and other official meetings within the institution and with public officials in the community. Completes assignments received in management meetings.
		E	Coordinates operation of CRCI Prison Advisory Committee. Maintains liaison with members prepares and distributes agendas and other correspondence. Attend meetings and assures minutes are prepared and forwarded to all concerned.
		E	Acts as Public Information Officer for CRCI and SFFC. Reports to the institution in emergency situations, keeps DOC Public Affairs informed of any and all incidents with potential media interest. Responds to media requests, coordinating and appropriately disseminating information from various areas of the institution. Coordinates and supervises approved media projects such as documentary films and news articles, adhering to legal guidelines, institution security protocols, and inmate rights requirements. Serves as Legal Information Officer, responding to requests for legal information or records requests. Works as liaison with Department of Justice attorneys and their staff providing information, contacts and access to the institution to assist with investigations an preparation pertaining to defending the DOC in inmate lawsuits.
30%		E	**Office Management**: Works independently in the Superintendent's office. Acts as a communications link between the Superintendent's Office and other institution sections, DOC officials, outside agencies and the general public. Represents the Superintendent and acts on his/her behalf in making daily decisions relating to the smooth and efficient management of the Superintendent's Office. This position frequently diplomacy. Assists the Superintendent in implementing the Department of Corrections rules and procedures and in meeting the agency's mission. Independently researches, locates, assembles, edits, and summarizes material, information, and data for Superintendent's action.

		E	Receives visitors; answers and screens Superintendent's telephone calls, answers inquiries, resolves problems and complaints on behalf of the Superintendent. May arrange for another staff person to respond to inquiries. Provides information to outside callers or visitors requiring extensive background knowledge of CRCI organization, structure, rules, procedures and philosophy. Contacts range from very emotional and concerned members of inmates' families to public and private executives, legislators, criminal justice agencies, attorneys, etc. Evaluates situations or events utilizing independent judgment and refers as appropriate to the Superintendent or makes referrals to the appropriate department manager.
		E	Requests and tracks input for monthly report(s) from CRCI/SFFC managers and staff and compiles and distributes this information to Central Office and CRCI/SFFC
		E	Provides direction to other managers and employees assigned to assist with work and special projects for the Superintendent. Monitors status of pending projects; keeps Superintendent informed of progress and follows up with staff members regarding deadlines. Resolves problems related to the assigned work. Reviews and approves completed work.
30%		E	**Personnel and Supervisor:** Responsible for handling documents pertaining to human resource management and staff discipline. Types / edits management personnel actions and performance appraisals. Tracks performance appraisals for security – plus staff and ensures that LEDS are run concurrently with the appraisals. Performs as the Recruitment Coordinator for CRCI for Security Plus positions; this includes but is not limited to: acting as a liaison between CRCI's management team and recruitment; submitting certification requests and advertisement request; prepares and mails CRCI interview letters and other inserted documentation; schedules employment interviews; prepares appointment letters, work out-of-class forms, job rotation/developmental forms, conditions of temporary employment forms and temporary request forms; organizes interview panels; develops interview packets, including interview questions, and acts as a mediator during some interviews; performs, assigns and tracks background investigations, sends complete backgrounds with summaries to Salem; dispositions certification lists closes the recruitment for positions. Serves as information source for employees regarding pay and benefits. Supervises, oversees, counsels, prepares performance appraisals and any necessary disciplinary documents for a total of four (4) clerical services employees: CRCI Mail Services staff (two Office Specialist 2 positions), Canteen Coordinator (one Office Specialist 2 position), and Facility Receptionist (one Office Specialist 1 position).
5%		E	**Purchasing / Budget:** Works independently in overseeing Administration budget, ensures spending stays within the budget limits. Includes monitoring expenditures for photocopying, fax, telephone system and office supplies. Approves purchase order requests on line assuring purchases meet DOC rules and regulations. Acts as the backup for the Purchasing Coordinator, which ensures that all sections perform their own purchasing and receiving duties. The duties include but are not limited to: resolving problems with suppliers / vendors on the incorrect invoices; resolving problems or questions with the accounting department regarding prices on invoices; prepares and inputs purchase order request data into computer for Administration; maintains all open contracts and open purchase orders for CRCI; prints "receivers" on

			purchase orders and distributes to the appropriate sections; receives on line for the Administration section, ensures all items invoiced are received by all sections; endures all back orders are received by clearing with cost center managers; ensures items received from vendors are distributed to appropriate areas; and reconciles reports from purchasing and accounting on orders or items received which have not been accounted for.
5%		E	**Other:** Approval authority for facility access by non-DOC visitors. Superintendent's designee to sign Visitor Authorization forms. Coordinate in-service training for CRCI and SFFC and instruct training modules as 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 works inside a secure adult correctional prison and may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage.

The superintendent will be expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments were such change is valued and nurtured.

This position will be expected to share the mission, vision, and core value of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is value and nurtured.

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 Administrative Rules, Procedures and Directives, CRCI Procedures, Federal and State Laws, Federal and State Court Case Laws, Executive Department Personnel / Labor Relations Rules and Procedures, ACA Standards, Multi State Standards.

b. How are these guidelines used?

The rules and procedures govern the operation of CRCI. They are used daily in assisting the Superintendent, dealing with staff, visitors, (both officials and general public) and in telephone conversations. Assignments may necessarily involve any area of institution operation. These assignments are usually complex, requiring a comprehensive knowledge of the above guidelines to analyze situations, formulate an opinion, and create an appropriate response / decision. The incumbent must have the experience and training to recognize application guidelines and the ability to utilize then in formulating a response or in making a decision.

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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
DOC staff and managers, Parole Board, Attorney General's Office, Public Defender's Office, elected and public officials, general public, families of inmates, media DOJ attorneys, advisory committee, etc.	Person / Mail / Person	Information sharing, planning, training, consultation, etc.	Daily
Human Resources Staff	Phone / Mail / Person	Information Sharing	As needed
Purchasing Staff	Phone / Mail	Information sharing, problem solving	As Needed
Accounting Staff	Phone / Mail	Information sharing, problem solving	As Needed
Payroll Staff	Phone / Mail	Information sharing, problem solving	As Needed
Vendors	Phone / Mail / Person	Information sharing, problem solving	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position regularly makes decisions concerning staff directions, giving out information to staff and community, sorting and disseminating information and documents received from other functional units, DOC central office, other agencies and the public. In the absence of the Superintendent, this position participates in decisions concerning duties to be carried out and providing information regarding the Superintendent's office on behalf of the Superintendent. Decisions made from this position are a direct reflection of the Superintendent and his / her policies, directions, opinions and management of the institution.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM G Superintendent	8909.013	Reports / Personal contact	On – going basis	Ensure smooth flow of information to from Supt's office

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 4

How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- ☒ Plan work
- ☒ Assigns work
- ☒ Coordinates schedules
- ☒ Hires and discharges

- ☒ Approves work
- ☒ Responds to grievances
- ☒ Disciplines and rewards
- ☒ Recommends hiring
- ☒ Gives input for performance evaluations
- ☒ 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:

The verbal and written skills necessary to comprehend the complexity of a total prison operation to understand applied laws, rules, regulations, policies, procedures and philosophies and to be able to interpret and communicate such to others, are premium job qualities. This is a highly visible position that has contact with all levels of people. The incumbent is often the first contact with CRCI or Department of Corrections staff.

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

Operating Area	Biennial Amount	Fund Type
Administration Cost Center	$100,000.00	General Fund

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 _____