



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
02/24/2014

Agency: Oregon Department of Corrections

Facility: Offender Information and Sentence Computation

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:	<u>Executive Support Specialist</u>	b. Classification No:	<u>C0118</u>
c. Effective Date:	<u>07/01/2005</u>	d. Position No:	<u>0500279</u>
e. Working Title:	<u>OISC Executive Support</u>	f. Agency No:	<u>29100</u>
g. Section Title:	<u>OISC</u>	h. Budget Auth No:	<u>35912300</u>
i. Employee Name:		j. Repr. Code:	<u>AAON</u>
k. Work Location (City – County):	<u>Wilsonville - Washington</u>		
l. Supervisor Name (Optional):	<u>Bethany Smith</u>		
m. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration
	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent
			<input type="checkbox"/> Academic Year
			<input type="checkbox"/> Job Share
n. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional
			<input type="checkbox"/> Administrative
		o. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes
			<input type="checkbox"/> 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.

This position is in the Department of Corrections, which confines approximately 14,600 inmates in 14 prisons. The Offender Management and Rehabilitation (OMR) Division staffing includes 198 funded positions as well as contracting with approximately 250 individuals and over 2500 community volunteers. The biennial budget exceeds \$68 million, which includes general fund, other funds and federal funds. The OMR Division encompasses 11 units, which as combined, oversee an inmate's correctional plan starting from the time the offender's judgment is ordered to their release into the community. This division provides a continuum of evidence-based program interventions as well as other opportunities and tools to inmates to enhance their transition to Community Corrections partners. This position supports the Assistant Director, Chief Administrator and the unit Administrators of the OMR Division. The Assistant Director and OMR Division Administrators direct the following functions for the Department: institution programs, treatment, and offender management services policies and operations; alcohol & drug treatment; cognitive restructuring; education; inmate intake & assessment; classification and transfer; transition and release; offender information & sentence computation; inmate services; religious services; victim services, volunteer services and inmate and community advocacy. The incumbent is a direct participant in the mission of the Department and the division, in the management of the division, and in planning and evaluating the division's efforts to fulfill its mission.

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:

The OISC Executive Support position provides confidential administrative, technical, clerical and office management support for the OISC Administrator and other assigned OISC management staff.

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
40	NC	E	<p>Provide confidential administrative support to the Administrator. Compose, prepare and proof correspondence, reports, memos, public inquiries and other documents requiring a general knowledge of department and unit operations. Use thorough knowledge of OISC and department operations to anticipate the Administrator's professional needs by furnishing information required for official responses to correspondence, budget preparation and exercises, monthly reports, legislative responses and other official communications. Maintain an efficient filing system for all OISC business-related documents to allow ready-access by all OISC staff. Retain and purge copies of all correspondence received or sent by the Administrator and other administrative documents pursuant to the State Archives Division and the Department's Special Retention Schedule. Schedule meetings and make travel arrangements as needed. Sort the Administrator's incoming mail by priority. Process annual performance planning forms for all OISC staff for the Administrator's final review and signature.</p>
30	NC	E	<p>Provide confidential, general administrative support to OISC Management Team. Process routine inquiries for information. Maintain OISC personnel, payroll and training records. Research applicable statutes, rules and guidelines as required for responses to attorneys, DOC staff and the general public. Perform unit timekeeping and payroll functions. Serve as the back-up for monitoring the unit call-in line for unscheduled absences. Participate in management team meetings by taking and producing minutes as required. Maintain OISC administrative forms. Maintain OISC Outlook distribution lists. Organize and maintain administrative information located in OISC P:drive folders. Coordinate hiring processes for vacant OISC positions, including updating position descriptions, working with Recruitment to open the recruitment announcement, scheduling interviews, preparing interview-related materials for panelists, writing hire letters in cooperation with the OISC Human Resources Manager, completing initial hire documents with new employees and scheduling required training. Maintain OISC staff working files throughout the performance year; this includes adding relevant documentation as well as purging expired information in accordance with collective bargaining agreements and Department retention schedules.</p>
20	R	E	<p>General office management. Assure OISC Central Office operates in an efficient and orderly manner. Provide general oversight for the physical office environment, including the phones, fax machines, copiers, conference call systems and computers. Serve as the liaison with State Motor Pool for the maintenance and care of the vehicles assigned to OISC Central Office. Coordinate the transfer of surplus equipment in accordance with DOC Property Management procedures. Track all unit purchases. Enter purchase requests online on AFAMIS. Prepare all purchase requests not requiring entry on AFAMIS, to include print orders, subscriptions, membership fees, conference registrations, etc. Approve general office supply orders for supplies totaling less than \$5000.00 per month with assigned SPOTS card. Perform background checks on individuals entering OISC without required department identification</p>

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

			cards. Monitor the status of pending Unit projects, keeping the management team informed on progress and deadlines. Establish and maintain an efficient filing system for archived documents and OISC policies to facilitate accurate and timely responses to litigation and requests for public information.
5	NC	E	Public Relations. Establish effective working relationships with other DOC divisions and functional units, other criminal justice agencies and interested members of the general public. Coordinate and track the distribution of correspondence redirected to OISC for response from the Director's Office, the Inspector General and other DOC divisions. Prepare responses for general citizen inquiries and complaints for the DOC Director, OISC Administrator and other management staff as appropriate. Coordinate any releases of public information through the OISC Public Information Officer. On an infrequent basis, provide coverage at the reception desk as necessary.
5	NC	NE	Miscellaneous. Coordinate OISC's nominations for department-level awards. Attend training in office procedures and automation that furthers the efficient operations of OISC. Serve as the OISC representative on committees and workgroups as assigned by the Administrator. Other duties 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.

Work is generally performed in an office setting with the likelihood of prolonged sitting and repeated, extensive use of the computer, involvement in telephone conversations and conferences, the use of research manuals, and limited climbing of ladders and bending down to obtain offender files. The incumbent is responsible for assuring the proper operation of security alarms, tools and key control. The incumbent must be able and willing to make positive contributions to a cooperative team environment. The incumbent must be willing and able to work efficiently in a cubicle-structured work environment, capable of limiting distractions to their ability to work effectively and willing to adapt their professional behaviors to limit distractions to other OISC Central Office staff. The incumbent must adapt to a constantly evolving work environment, often completing special assignments and regular duties under the pressure of shortened deadlines. This position may require infrequent work after hours or on weekends and occasional overnight, in-state travel. The incumbent must be able to move boxes and equipment weighing up to 30 pounds. This position may require the operation of a motor vehicle, requiring a regular driver's license with a clean driving record. This position may be required to work inside a Department of Corrections correctional facility during working and non-working hours in the case of an emergency and is subject to assignment in other areas of the Department.

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, policies and procedures
Oregon Administrative Rules (OAR)
Oregon Revised Statutes (ORS)
OISC Operational Procedures

b. How are these guidelines used?

As reference materials to provide parameters within which judgments and decisions are made regarding work and program activities; to ensure uniformity and consistency in decision making; and to ensure legal requirements are met. Equipment and computer manuals are used for reference to ensure the proper operation and maintenance of office equipment.

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>			
DOC staff	In person, via telephone, fax, e-mail and in writing	Liaison, exchange information	Daily
Governor's Office	In person, via telephone, fax, e-mail and in writing	Exchange information	Infrequent
Department of Justice/Attorneys	In person, via telephone, fax, e-mail and in writing	Exchange information, seek advice	Weekly
Other State Agencies	In person, via telephone, fax, e-mail and in writing	Exchange information	Daily
Federal/Local Law Enforcement Agencies	In person, via telephone, fax, e-mail and in writing	Exchange Information	Monthly

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 regarding the sorting and dissemination of Unit information, correspondence and documentation; the efficient distribution of clerical duties; required levels of office supplies; and document retention and destruction. Decisions made by the person in this position are a direct reflection of the Department's and Unit's rules, policies and procedures. Errors in judgment could have serious consequences for short and long range goal achievement and planning, efficiency and Unit success. The incumbent must understand requirements for confidentiality when dealing with staff issues and management conversations and issues to which they are privy.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
OISC Administrator	8919043	In person and in writing	Daily	Guidance and direction, professional growth

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 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:

Strong administrative office skills are required. The incumbent must be able to handle multiple, complex tasks efficiently, know and utilize sound office management practices; be capable of working effectively with different management styles and priorities; and implement sound office management procedures in a confidential environment.

Must be knowledgeable with computer and software systems including Excel, Word, PowerPoint, MS Project, Visio, and MS Outlook.

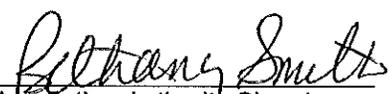
BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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	<u>2-24-14</u> Date		