



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
May 31, 2013

This position is:

Agency: Department of Corrections

Division: Powder River Correctional Facility

[] New [x] Revised

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 2
b. Classification No: C0861
c. Effective Date: 7-31-2008
d. Position No: 9102002
e. Working Title: Inmate Work Programs Coordinator
f. Agency No: 29100
g. Section Title: Correctional Rehabilitation Services
h. Budget Authorization No:
i. Employee Name:
j. Representation Code: AAON
k. Work Location (City-County): Baker City, Baker
l. Supervisor Name (optional): Correctional Rehabilitation Services Manager

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 is affected, size and scope. Include relationship to agency mission.

The Powder River Correctional Facility is a 308-bed adult male minimum-security facility. Inmates assigned to the facility are involved in residential alcohol and drug treatment and/or assigned to institution or community-based work projects and transition programs offered at the Facility. Inmates assigned to the facility are enrolled in medium, high, or intensive residential alcohol and drug treatment and re-entry work programming focused at supporting public work projects as part of the facilities Alternative Incarceration Program. The Department of Correction's Mission is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The Facility contributes to the Department's Mission by engaging in safe and orderly operations, by ensuring high quality in corrective and treatment programs, by training and engaging inmates in meaningful work programs, and by helping inmates plan for successful transition back to their respective communities.

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.

The Mission of the Department of Corrections is to promote public safety by holding offenders accountable for their actions, and reducing the risk of future criminal behavior. PRCF participates in the Department's mission by providing appropriate security and rehabilitative programs.

Affirmative Action: In support of the Oregon Accountability Model and the Department's Affirmative Action goals, all Management and Executive Service employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and coworkers 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:

This position is responsible for the development, administrative oversight, coordination and facilitation of inmate work programs at PRCF. The inmate work program component of the Powder River Correctional Facility mission is to provide inmate labor to public work projects by the way of agreements and provide inmates with meaningful work opportunities pursuant to the 1994 Prison Reform and Inmate Work Act. The incumbent maintains a working partnership with managers, security, program and administrative staff at both institutional and departmental levels to achieve organizational goals relative to ensuring and documenting that all inmates engaged in full-time work or a combination of work/transitional programming. Develops and facilitates programming which prepares inmates for their eventual release back to the community, oversees general fund and other funds revenue costs centers and establishes revenue-producing agreements with outside agencies and private sector companies for use of inmate labor. This position develops and maintains a working partnership with local public service agencies, non-profit organizations and the private sector, that are engaged in the utilization of inmate work crews or provides volunteer facilitators to PRCF's transition program.

SECTION 3. DESCRIPTION OF DUTIES

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.

<u>% of time</u>	<u>N/R/NC</u>	<u>E/NE</u>	<u>Duties</u>
Administration of Inmate Work Programs:			
20 %	R	E	Coordinates monitors and develops Inmate Work Program operations at the facility. Works with existing and new Inmate Work Program partners in the implementation and evaluation of programs including maintaining and updating master contracts, project descriptions, Community Service Agreement, projected cost savings to governmental agencies and accurate documentation in the files. Actively recruits new partners (government, not-for-profit and private) for the PRCF work program to provide meaningful work pursuant to the Prison Reform and Inmate Work Act. Oversee/research the development of new inmate work program opportunities including identifying potential private sector industry partners. Develop on-the-job training programs within the Institution. Develop inmate work assignment position descriptions, project descriptions and corresponding "Dictionary of Occupations Title Codes." Assists in the formalization of contracts and project descriptions relative to off-site work crew programs; insures that necessary supplies and equipment are ready and available for the assigned inmate work crews; prioritizes work crew deployment based on agency and community needs; maintains contact with DOC and agency supervisors to insure that work is completed properly and that program guidelines are met; periodically visits works sites and performs Job Hazard Analysis as necessary. Ensure all security and safety objectives are being met and crews are given proper supplies and equipment to complete the job. Communicates frequently with DOC managers and other agency staff to resolve problems and assure compliance with contractual agreements.

25%	R	E	<p>Oversee Powder River Correctional Facility Inmate Work Program (M17); ensuring identification and filling of inmate work assignments is maximized. Coordinate assignment of inmates within the work programs and establishing work unit priorities, to ensure program efficiency and compliancy. Ensure a systematized process is in place at the Facility to maintain the inmate work force in each PRCF area, such as the Physical Plant, Food Service, outside work crews, etc. and that appropriate training is in place as needed. Attends weekly MDT (Multi Disciplinary Meetings) meetings and provides feedback on work performance on inmate placement and WHALE (Work Housing Assignment Level Evaluation) reviews, bring forth recommendations for placement/removal from "No-Work" pool, work assignments, work program inmate issues, etc. Inputs, updates, and deletes work program and various other assignments daily on the AS400 system. Enters daily program attendance for work sites – record, file completed forms. Ensures all program and section information is accurate. Updates DOT Codes and job assignment descriptions when necessary. Assigns inmate work assignments based on inmate experience, skills, special case factors (if any), medical restrictions, work restrictions and public safety factors. Review Inmate Work applications, conduct inmate job assignment interviews, and maintain files on all inmate workers; skills, work performance, behaviors, inmate concerns, taking corrective action and coordination with the DOC Counselors on inmate work assignments, work performance issues, etc. ; Review daily performance failures, program failures and review attendance sheets, distribute outside work crew cover sheets and attendance sheets. Maintain DOC400 waitlist of workers and place inmates in appropriate work pool (inside or outside cleared); work assignment placement. Ensure the Inmate Work Program runs smoothly and is in accordance with work as specified/outlined in the contracts with outside agencies and DOC policies/procedures. Create database and maintain / update inmates work skills to match to needed areas of work.</p>
10%	N/C	E	<p>Plans and coordinates the continued development of the PRCF Wild Land Fire abatement program in conjunction with DOC Inmate Work Manager, PRCF Superintendent and participants of local, state and federal agencies</p> <p>Plans and coordinates the continued development of the PRCF Inmate Work participation programs in collaboration with the DOC Inmate Work Program Manager, Superintendent and participating local, state and federal agencies.</p>
8%	N/C	E	<p>Develops and implements "public relations" strategies to respond to, inform and promote inmate work program services to the media, private and public sector organizations. Plans, develops and conducts training to agency partners, corrections staff, and Management Team on work program services to inmates as it relates to DOC rules, policies, contract compliance issues and managing inmate workers. This training includes DOC and facility mission and operational procedures, communications skills, individual assessments and interventions, cognitive restructuring methods and handling difficult situations and inmates. Develop process to educate staff, the public, civic groups, charitable organizations, etc. about Measure 17 and the role it plays within the Department of Corrections and the community through speaking engagements and participation in local community activities. Represent the agency on interagency committees, to individuals and public groups. Routinely makes presentations to community and agency partners ranging in size from 5 to 200 participants. Represent the agency on interagency committees, to individuals and public groups. Co-Facilitator of Security Work Crew Training..</p>
5%	N/C	E	<p>Processes monthly work crew billings and forwards to appropriate agencies. Keeps clean and accurate copies of all work program documents. Ensures all billings are accurate and submitted in a timely manner. Provide technical assistance to regarding completion of reports and forms for inmate work assignments. Review inmate work program operations for compliance with and</p>

adherence to required standards; identify operational strengths and weaknesses, problems, or areas of noncompliance, and identify needed corrective action. Compile and write summary reports of program progress and statistics for supervisor. Develop policy and procedure guides for use by the program. Ensures appropriate billing, payment and distribution of revenue generated by work programs. Initiates and monitors expenditures from fund allocations for the PRCF Inmate Work Program, including general fund and other funds revenue costs centers, ensuring expenditures are allocated properly and within appropriate limitation

5%	N/C	E	In collaboration with program partners, develops and implements management and administrative controls to measure and evaluate program operations, quality and effectiveness. Develops and manages the PRCF program budget, monitors monthly expenditures and initiates budget adjustments as needed. Negotiates with all agency partners to increase revenue generated for the PRCF work program, without compromising Ballot Measure 17 compliance. Develops strategies to address and improve services and operations. Contact community partners to schedule work crew, site inspections, write contracts. Conducts on-site visits and inspections independently and with others ensuring the safety, security, and sanitation standards are being implemented pursuant to law, department administrative directives and Facility procedures. Reallocates and readjusts program staffing and funding to meet changing priorities or resource availability. Oversee the operational needs of inmate work programs throughout the institution by providing technical assistance, review of program compliancy and conducts site visits of all work-crews in conjunction with the Safety Designee and counselor. Monitors and evaluate program performance efficiency and cost effectiveness. Compile and write summary reports of program progress, statistics, and cost analysis for supervisor.
5%	N/C	E	Recommends to Shift Commanders the assignment of work crew supervisors. Assigns work locations of Inmate Work Crew staff. Gives project location, and work required in project description to staff and is authorized to relocate and readjust program staffing and funding to meet changing priorities or resource availability. The Inmate Work Program Coordinator is responsible for providing information, direction, and feedback to work crew supervisors, and information to the Institution Security Manager and Transitional Services Manager regarding work and any needed changes in assigned work to assure successful completion of contracted projects. Communicates, coordinates and facilitates off-site work crew emergencies such as inmate injuries. Writes UIR's and misconducts, or reports directly relating to those work crew emergencies. The position also provides input and direction to work crew supervisors and assist them in successful project completion.
2%	N/C	E	Evaluate findings and prepare reports and recommendations for administration/executive staff on work and correctional rehabilitation services section programs and present recommendations orally and in writing. Compile and evaluate reports, records, and statistical data. Keep contracts files updated and accurate to include documentation of meetings, contacts, site visits, etc.
7%	N/C	E	Communicates effectively and respectfully with others in both oral and written expression; shares pertinent information with co-workers, contractors, volunteers, supervisor and inmates as appropriate; is punctual in reporting to work and meetings; accomplishes work within required time frames and according to established priorities. Respond to inmate grievances, tort claims, and communication request in a timely and professional manner.

10%	R	E	Recruit Volunteers for programs/ classes within the Facility, to include; Arts and Crafts, flagging, computer education, barber shop, support groups, schedule IWP videos on inmate television programming, etc. in order to lower inmate idleness. Maintains and coordinates support groups and scheduling. Coordinate PRCF volunteer training, to include, schedule volunteers for training, paperwork, I.D.'s, etc. Schedules classes as opportunities to lower inmate idleness. Assists in the Coordination the planning, development and implementation of inmate activities, incentives, on site and community events; including but not limited to: special events and inmate graduation ceremonies, Pub Talk with Small Business Administration, GED graduation, Volunteer Appreciation, Festival of Trees, Community Night out, motorcycle / car show.
3%	N/C	E	Attends meetings, provides monthly reports, new inmate orientation for IWP section (A/O), conducts tours of the facility and performs 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.

The incumbent works within a secure adult correctional prison, and has extensive contact with inmates who may be angry, hostile, or abusive, both verbally and physically, personal physical injury, death, or becoming a hostage are inherent risks. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment, and contraband and to document occurring unusual incidents. Facilities are generally multi-story, requiring the ability to ascend and descend stairs and walk long distance among the various work sites. May be exposed to inclement weather conditions while visiting various work sites to include traversing over rough terrain. Will be expected to share the mission, vision, and core values of the Department; requires being a role-model of pro-social behavior and having an attitude that conveys dignity and respect in the treatment of others; must be able to acknowledge that everyone is capable of positive change. Work requires overnight travel to attend routine meetings.

Position is included in the Police and Fireman Retirement System.

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.

ORS, Oregon Administrative Law, Federal Laws, Department of Corrections Administrative Directives, Department of Corrections Rules and Procedures, designated facility rules and procedures, collective bargaining agreements.

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.

- b. How are these guidelines used?

These guidelines are used as reference sources in managing institution day-to-day work and transitional programs operations and in developing contracts and agreement with public and/or private sector entities for the use of inmate labor.

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?
DOC Administration Managers	Person/telephone/fax/email/written	Liaison/Information/Operations	As Needed
DOC Staff	Person/telephone/fax/email/written	Liaison/Information/Operations	Daily
Other Agencies		Exchange information, educate, and problem solve	
Volunteers			
Contractors			
Private Sector			
Other DOC Staff	Person/telephone/fax/email/written	Liaison/Information/Operations	Daily
Inmates	Person/written	Exchange of Information Response to inquiries, educate, coordinate, problem solving, manage	Daily
General Public	Person/telephone/written/fax	Information/Operations; Educate	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions made by this position include program planning and evaluation, assigning and prioritizing work, review and evaluation of the effectiveness of program providers, review and evaluation of performance of work projects and making and/or interpreting policies and procedures for Inmate Work and Correctional Rehabilitation Services Programs. All decisions affect the operation of the correctional facility.

<u>Decision</u>	<u>Affect</u>
Program Planning and Evaluation	Meet DOC, OAM, and Prison Reform and Inmate Work Act goals
Assigns and Prioritize Work	Distribution of workload
Motivates Staff	Maintain or increase job performance & program effectiveness
Trains Staff	Maintain well trained and knowledgeable staff
Assists w/ and interprets policy and Procedures for Workforce Development and Correctional Rehabilitation Services programs	Agency liability and program effectiveness
Selecting appropriate program speakers	Program effectiveness and inmate success

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM-D Correctional Rehabilitation Services Manager	8900.129	Review work through written or verbal contacts	Daily	To ensure smooth operation of functional unit

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 checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input checked="" 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 incumbent plays a major role in the organization. The position serves a variety of functions: a resource person for staff and inmates; a representative of administration; a responsibility for assuring daily operational activities occur with maximum effectiveness for implementing the institutional mission. This person must possess program planning, development, implementation, and monitoring skills and be willing to work long and varied hours.

Four years of technical or professional-level experience analyzing, advising, or instructing the public concerning specific programs or processes, monitoring a program, or performing participant reviews. Two years of the experience must have included representing a program, explaining service provisions, program rules, policies and procedures. Preference may be given to those applicants with experience in corrections facility or related institutional environments and programs.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
	N/A	

