

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

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:**

Provide a wide range of administrative support services to efficiently facilitate daily operational details of both CRCI and SFFC. Perform adjunct personnel and program activities for all staff and managers within the functional unit. Ensure the Superintendent's office operations are conducted efficiently and with due regard to Department and Functional Unit policies.

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) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
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.
40%	NC	E	<p><u>Office Management</u> Assists in management of Superintendent's office as a confidential Management Assistant by meeting administrative needs such as: composing and editing letters, memos, miscellaneous reports, etc. Receives, reviews, 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.</p> <p>E Assists ESS2 with administrative tasks, correspondence research and preparation, project management, and other duties as required.</p>

20%

- E Assist in "trouble shooting" all office equipment problems, including computer hardware, and software issues, and contact supplier/service repair for estimates and/or services of equipment to ensure working order at all times.
- E Serves as CRCI ID and Institution Access Coordinator, ensuring all new DOC employees, contractors, and volunteers are fingerprinted and have the proper Department ID. Reports any lost or stolen ID cards to the Central Office and requests a replacement if needed. Ensures all staff have necessary number of key chits and name tags, and have received key control training from intake Sergeant. Prepares institution access memos for new and departing staff and contractors.
- E Serves as CRCI Inmate Grievance Coordinator, ensuring all grievances are logged in the OMS, numbered, and assigned to the appropriate staff member in a time frame according to the DOC Rule, and the grievance response from the staff is returned to the inmate.
- E Logs CRCI and \$FFC Unusual Incident Reports (UIR) into the OMS in accordance to the DOC Rule, distributes them to appropriate staff.
- E Coordinates with ISSD issues concerning CRCI inmate and staff phone systems, and staff computer system.
- E Serves as back up PIO (Public Information Officer) to the primary PIO.
- E Serves as computer support for In-Service training, and New Employee Orientation training, by assisting with the In-focus machine, computer software, and the setting up of the various training modules.

Purchasing/Budget:

Assists in overseeing Administration budget, ensures spending stays within the budget limits.

10%

- E Approves purchase order requests on line, assuring purchases meet DOC rules and regulations. Uses AFAMIS to place orders and trains other staff in the use of AFAMIS.
- E Resolves problems with suppliers/vendors on incorrect invoices. Resolves problems or questions with the accounting department regarding prices on invoices.
- E Prepares and inputs purchase order request data into computer. Processes TEDS, LMPAS, and SPOTS transactions.
- E Prints "receivers" on purchase orders and receives on line, ensuring all items invoiced are received. Ensures all back orders are received by clearing with cost center managers.
- E Ensures items received from vendors are distributed to appropriate areas.

Personnel

Acts as initial point-of-contact to administrative/program/support staff on payroll and personnel issues.

- E Assists with CRCI In-Service and New Employee Orientation (NEO) training by advising new staff of the services and support provided by the Superintendent's Office, and instruction on how to access these services/support functions.
- E Maintains confidential personnel records for security plus staff at CRCI.
- E Acts as Chairperson to Employee Awards and Recognition Program for CRCI and SFFC. Assures designated staff are recognized for their achievements in a timely manner. Attends and actively participates in committee meetings.

Rules, Policies, and Procedures

Serves as CRCI/SFFC Directives Coordinator for rules, policies, and procedures. Ensures all directives manuals holders are provided with current documents in order for them to be maintained and kept current, as well as

		Manuals, Post Orders and Handbooks. Receives monthly supplements and distributes to appropriate Section Heads and locations for posting. Coordinates with management and tracks timelines on processing of new procedures. Performs yearly audit of all Rules and Procedure Manuals to ensure compliance with DOC Directives. Maintains master copies of manuals.
	E	<u>Financial</u> Accounts for meal ticket sales. Responsible for maintaining meal ticket sales receipts, records, and deposit logs for institutional staff meals. Makes weekly US Bank cash deposits.
	E	Responsible for maintaining visitor locker deposit logs. Empties visitor lockers, and makes weekly US Bank deposits.
	E	Accounts for all confiscated cash and makes appropriate deposits.
	E	<u>Other</u> Schedules appointments; coordinates meetings and conferences, including scheduling room and arranging for refreshments as needed; creates and maintains Officer of the Day Schedule for Operations Manager.
	E	Acquires all CRCI Misconduct Reports from Control Center and scans them to the Hearings Support Staff.
	E	Serves as Administrative representative in the CRCI safety committee.
	E	Performs other duties as assigned including, but not limited to, special projects, data collection, report compilation; and serves as relief "backup" for Management Assistant to Superintendent and similar positions providing institution support services.

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.

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.

Oregon Revised Statutes
 Department of Corrections Rules and Policies
 Personnel/Payroll Administrative Rules
 Collective Bargaining Contracts
 Affirmative Action Guide
 Purchase Agreements
 CRCI/SFFC Procedures

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, and are to be used as guidance in performing routine tasks of this position.

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 Human Resources Consultant	Person / Mail / Person	Contact regarding personnel concerns / Issues	As needed
DOC Rules Coordinator	Phone / Mail / Person	To obtain information	As needed
Vendors / Suppliers	Phone / Mail	Pricing and delivery information / resolve problems	As needed
Other Agencies	Phone / Mail	Information gathering exchange	As needed
General Public	Phone / Mail	Exchange of information	As needed
Staff	Phone / Mail / Person	Exchange of information / Problem Solving	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Daily decisions using independent judgment made regarding: prioritization of work; quantity/kinds of forms/supplies to order at appropriate time; responses to inquiries asked by staff and inmates; personnel issues; labor-relations issues. If an incorrect / inappropriate decision is made it can directly affect institution operations/morale and reflects negatively on the Superintendent's office operation.

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? 0
- How many employees are supervised through a subordinate supervisor? _____

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:

Effectively communicates with employees and maintains excellent working relationships with other state agencies and public. Handles and maintains confidential materials. The incumbent must possess superior verbal and writing skills and intelligence 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. This is a highly visible position and has contact with all levels of staff and visitors.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position: High verbal and written communication skills; accounting, bookkeeping skills.

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

Operating Area	Biennial Amount	Fund Type

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	3-17-14 _____ Date		