



Implement and manage the Institution Staff Deployment System (ISDS) database at Deer Ridge Correctional Institution for DRCI. Centrally administer the scheduling of security staff to provide balanced rosters, assuring an on-going balance between budget and security considerations. Coordinate staff payroll, process leave requests, assist in organizing bid process, coordinate scheduling for annual leaves, annual training and provide technical consultation to executive staff, management staff, and line staff regarding essential duties.

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### **SECTION 3. DESCRIPTION OF DUTIES**

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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.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

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  |
|-----------|--------|------|---|
| 50%       | NC     | E    | Operate ISDS scheduling system for staff ensuring budget compliance while maintaining appropriate staffing levels on each designated shift in consultation with the Assistant Superintendent of Security and Operations Captain. This includes vacation and training scheduling and the tracking in the appropriate computer system. Prepares and posts work schedules within the time frames required under the labor agreement. Assures accuracy of posted schedules and all notifications made for any schedule revisions. Maintains historical data compiled from validated schedules and data entry into the system. Follows applicable union labor agreements to establish the bidding process for staff shift and days off and vacation bidding. Coordinates the schedule for bids, posts notices of bids in a timely manner, explains policy and process to staff to ensure clear understanding of the process, responds to staff questions and concerns regarding the bidding process, provides timely and efficient follow-up and processing of bid materials throughout the bid period, posts timely results at the conclusion of the bid and assures that all bid processes are conducted within the guidelines of the labor agreement. |
| 20%       | NC     | E    | Process through ISDS all leave requests submitted by all staff and ensures they are received and processed for scheduled and unscheduled time off, as well as time trade requests from security staff. Monitors through ISDS staff leave usage and reports appropriate information to the Managers regarding level of accrual maintained by each employee and particular patterns of leave usage. Appropriately identifies and takes follow-up action to report situation of employees meeting qualifications for family medical leave act (FMLA). Analyzes staffing patterns, provides staffing predictions and historical data. Serves as technical policy adviser to the executive team in regard to general staffing need. Performs on-going needs assessment in areas related to specific duties and makes recommendations from improvements to enhance the institution system.  |

|     |    |   |  |
|-----|----|---|--|
| 10% | NC | E | Coordinates scheduling and unannounced staff training dates through ISDS, coordinates staff attendance, maintains computerized records of staff training, coordinate staff DPSST training by scheduling basic class attendance for security staff. Coordinate NEO training through ISDS for new employees. Maintains employee time sheets for staff payroll, including completing time sheets within the deadline specified by the DOC payroll division. Reconciles discrepancies and problems with staff payroll. Prepares weekly and monthly overtime reports. Utilizes all available resources and staff to maintain a reduced overtime impact. |
| 5%  | NC | E | Attends staff institution meetings and ISDS bi-monthly meetings to stay informed and provide information relative to the ISDS system.  |
| 10% | NC | E | Maintains employee time sheets for staff payroll, including completing time sheets within the deadline specified by the DOC payroll division. Reconciles discrepancies and problems with staff payroll. Prepares weekly and monthly overtime reports. Utilizes all available resources and staff to maintain a reduced overtime impact.  |
| 5   | NC | E | Other assignments and projects as directed by the immediate supervisor. Maintains awareness of the work environment and reports incidents posing as a risk, ensures the confidentiality of the security office. Ensures security of the office and safety of personnel, through direct observation, verbal instructions, and enforcement of department rules. Performs other duties as assigned.   |

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#### SECTION 4. WORKING CONDITIONS

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**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. Inherent custodial duties include the responsibility for handling inmate incidents in the immediate work area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment, and contraband and to document occurring unusual incidents.

This position is subject to callback to the prison in the event of an emergency or work stoppage and is subject to assignment in any position in the institution.

This position is subject to an alternative work schedule to facilitate completion of workload, office space and institution needs. It may be necessary to work partial swing or graveyard hours and weekends. Overtime may be necessary to complete work.

This position is covered under police and fire.

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## SECTION 5. GUIDELINES

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- 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 and Procedures  
 Personnel/Payroll Administrative Rules  
 Bargaining Contracts  
 Affirmative Action Guide  
 Purchase Agreements  
 DRCI Procedures  
 Position Description

- b. How are these guidelines used?

Guidance in ensuring appropriate staff assignments and schedules are made and to ensure daily operation needs are met.

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## SECTION 6. WORK CONTACTS

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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 Payroll Clerk  | Telephone           | To process or inquire about Employee payroll issues                     |            |
| DOC Personnel Officer  | Telephone/In Person | Obtain certification lists; contact regarding personnel concerns/issues |            |
| Staff  | Telephone/In Person | Exchange of information   | Daily      |

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## SECTION 7. POSITION RELATED DECISION MAKING

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

Daily decisions made regarding: prioritization of work; scheduling of security staff and staffing levels in regards to institution security and budgetary limitations. The prioritizing of security workloads is an essential part of this operation.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

| Classification Title                 | Position Number | How  | How Often                  | Purpose of Review  |
|--------------------------------------|-----------------|--|----------------------------|--|
| Assistant Superintendent of Security | 8090.023        | On-going basis and annually via Merit Rating | Daily; Annual Merit Rating | Work is reviewed daily to insure assigned work is accomplished in an efficient and timely manner and is in compliance with established objectives. Performance is reviewed on an on-going basis and annually in the form of Annual Merit Rating. |

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

**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:

Must demonstrate regular and predictable attendance. Requires the ability to carry out specific assignments, participate in employee training, and represent the institution to the public, DOC components and other agencies.

**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> |                              |           |
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**SECTION 11. ORGANIZATIONAL CHART**

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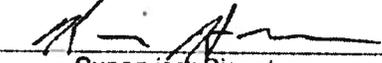
Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

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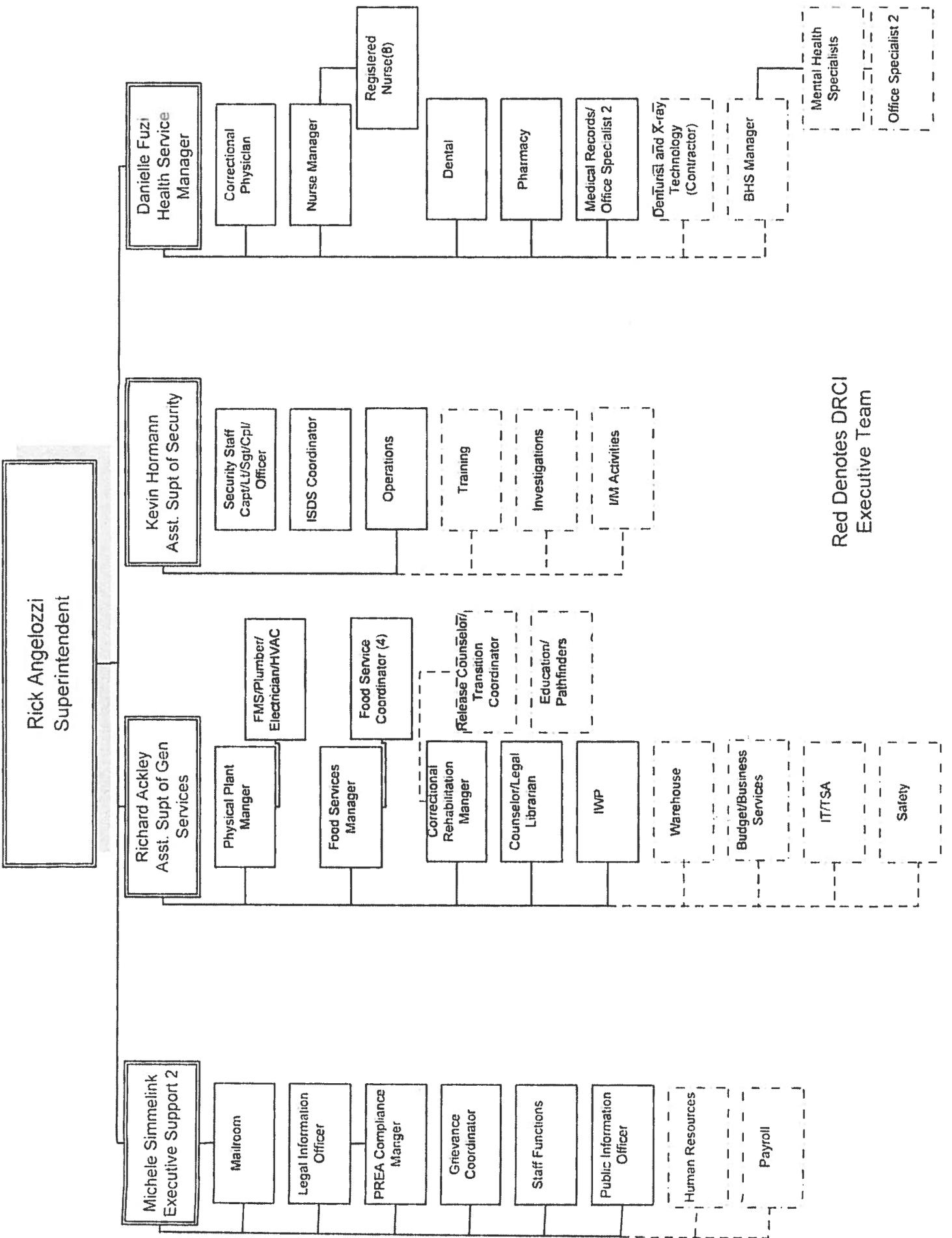
**SECTION 12. SIGNATURES**

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Employee Signature                      Date

 \_\_\_\_\_                      3-18-14  
Supervisor Signature                      Date

\_\_\_\_\_  
Appointing Authority Signature                      Date



Red Denotes DRCI Executive Team