



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 1, 2014

Agency: Department of Corrections

Facility: Coffee Creek Correctional Facility

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: Principal Executive Manager F
b. Classification No: Z7010
c. Effective Date:
d. Position No: 9912059
e. Working Title: Assistant Superintendent
f. Agency No: 29100
g. Section Title: Assistant Superintendent - General Services
h. Employee Name:
i. Work Location (City - County): Wilsonville - Washington
j. Supervisor Name (optional):
k. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year Job Share
l. FLSA: Exempt Non-Exempt If Exempt: Executive Professional Administrative
m. 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.

Coffee Creek Correctional Facility is a 1,672 bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operation of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinated by the facility administration include: Health Services, Mental Health, Alcohol and Drug, Work Force Development, Oregon Correctional Enterprises, Offender Information and Sentence Computation Unit.

The CCCF Minimum-Security Unit is located outside the secure perimeter of the main institution, within a separate fenced compound. The unit provides dormitory-style housing for 540 incarcerated women classified as minimum custody, 432 general population and 108 in residential treatment beds, which are typically serving shorter prison sentences and/or within a few months of release. There are two work units;

one is for general population and one for a residential alcohol and drug therapeutic community. Programming for general population inmates include adult basic education, workforce training, life skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments, a "cottage industry" program and community service work crews.

Coffee Creek Correctional Facility emphasizes implementation of the Oregon Accountability Model (OAM), which states that all staff of the Oregon Department of Corrections are responsible for contributing to long-term public safety by influencing sustainable offender change. The 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. 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 supervision and leadership in establishing humane levels of care for all inmates committed to the custody of the institution. Services and programs include inmate housing assignments, clothing issues, safety management, food services, building repair and maintenance, landscaping, inmate work and programs, a safe and secure environment for both staff and inmates. The position is responsible for ensuring and generally providing for a secure environment to carry out incarceration, educational, treatment services, and work opportunities mandated by statutes and ordered by the courts. This position is also responsible for personnel management, planning, and development of long-range program goals and short-range operational needs for the General Services Section.

**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
25		E	Oversees services and resources within budget limitations through reporting managers. Responsible for services delivered through physical plant, inmate care, safety and management, and canteen operations. Ensures each section provides for a safe and secure environment for staff and inmates. Prepares and reviews General Service's budget requests for program improvements and needs. Acts as principle budget advisor to Superintendent, and works collaboratively with the Supervising Executive Assistance to monitor the facility biennial budget, produce/create spreadsheets/charts, and educate other Cost Center Managers. Ensures all managers are knowledgeable of budget management processes. Assist

			Superintendent in formulating, determining and effectuating management policies in the area of collective bargaining. Monitor and maintain all CCCF positions numbers.
10		E	Consistently works with subordinate managers to develop and maintain effective work and educational opportunities for inmates. Maintains positive working relationships with public/private partners, inside and outside the institution to promote favorable communication and productivity in reaching departmental goals. Provides leadership in demonstrating the need to promote M-17 compliance through the development of new work and education ideas and encouraging other staff to do the same. Direct, supervise, and coordinate section managers and subordinate staff; conduct meetings, hearings, and conferences; conduct regular inspections of institution programs; monitor staff performance; and review opportunities and service delivery to inmates. Interview staff, inmates, and family members. Recommend increase, redistribution or re-evaluation of existing and future budget resources.
10		E	Establishes section priorities and goals in conjunction with reporting managers. Works to support the DOC mission, vision, core values, and related plans. Demonstrates Initiative by encouraging communication between employees and managers, sets guidelines for employee performance. Monitors employee morale, and recommends to the Superintendent appropriate recognition and/or discipline. Reviews new employee appointments and promotions. Sets goals with reporting managers to reduce time loss claims. Monitors employee development, work force diversity, and AA/EEO. Review hiring or promotion recommendations of subordinate managers and interview candidates screened for employment or promotion. Maintain a full complement of staff and work to achieve the agency goals.
10		E	Administrative oversight of Physical Plant operations including paint shop, carpenter shop, welding shop, electric shop, plumbing shop, grounds maintenance, refrigeration/HVAC plant, maintenance workers, Motor Pool, boiler operator, and electronic security specialist. Additionally, oversees warehouse and is responsible for property control.
10		E	Administrative oversight of food service operations including ensuring the proper preparation and serving of over 4000 inmate meals daily, the provision of adequate levels of nutrition, and sufficient variety to allow for special dietary needs.
10		E	Administrative oversight of the Safety Program including ensuring all federal, state, and local requirements are met or exceeded. Ensure coordination of regularly scheduled fire drills, Safety Committee meetings, and inspections of all institution areas. Evaluate and determine appropriate corrective action in the event of hazardous conditions or potential threats to life, health, or safety.
5		E	Serves as liaison with Health Services, Oregon Corrections Enterprises, and Central Distribution Center operations within CCCF. Collaborates with section managers to ensure operational issues are handled quickly and in a manner that addresses the needs of both the facility and specific sections.
5		E	Shared administrative oversight of the business office – canteen operation. Develop long-range goals and short-term operational needs of the program. Other budget duties include monitoring, information sharing, reporting, and liaison activities with centralized Fiscal Services unit.
5		E	Make frequent inspections of housing units, sections, shops, buildings, and other work areas to ensure sound correctional practices are in place. Responds to inmate grievances, inmate communications, and inquiries from staff, family members, and others. Maintain a system of recognition and an incentive awards program for inmates demonstrating meritorious achievement and qualification for monetary awards. Review and act on staff recommendations for inmate meritorious pay.

5		E	Meet frequently with managers to review operational practices and assists in problem resolution. Provides clear and consistent directions to employees, either in verbal or written format. Exercises good judgment in correcting deficiencies or implementing operational improvement.
5		E	Serves as an Officer of the Day (OD) in rotation with other CCCF management staff to routinely inspect and review operations in all areas of CCCF and may make decisions to resolve unusual or unexpected problems on behalf of the superintendent.
2		E	Participates in emergency response exercises as scheduled. May serve as ultimate commander; develops and monitors systems to ensure section employees have a working knowledge of the emergency response plan.
		E	Will role model and demonstrate responsibility, integrity, teamwork, respecting others, constructive change and the participation of all.  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 individual differences are sought and valued.

#### 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.**

Describe special working conditions, if any, which are a regular part of this job. Include frequency of exposure to these conditions.

Office is located inside multi-custody level institution. This position involves daily personal contact with convicted felons who may be under emotional distress. Possible encounters with abusive inmates pose the risk of physical injury and hostage taking. This position requires a great degree of independence and excellent judgment, tact, and diplomacy with inmates, staff, and the public.

Subject to emergency calls seven (7) days per week, 24 hours per day.

This position is included in the police and fire 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.**

Oregon Revised Statutes  
OR-OSHA Regulations  
DOC Rules  
Institution Procedures and Post Orders  
American Corrections Association (ACA) Standards

**b. How are these guidelines used?**

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

How are these guidelines used to perform the job?

These guidelines serve as a reference resource and provide necessary knowledge for managing an adult correctional institution, thus assuring institution operations and programs are consistent with federal, state, and Department of Corrections requirements.

## 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>			
Inmates	In person	Institution operations	Daily
CCCF Administration	In person/telephone/e-mail	Institution operations	Daily
Oregon Legislators	In person/telephone/e-mail	Institution operations	As required
Judges	In person/telephone/e-mail	Institution operations	As required
Law Enforcement Officials	In person/telephone/e-mail	Institution operations	As required
District Attorneys	In person/telephone/e-mail	Institution operations	As required
Inmate Families	In person/telephone/e-mail	Institution operations	As required
Inmate Attorneys	In person/telephone/e-mail	Institution operations	As required
Community Officials/Leaders	In person/telephone/e-mail	Institution operations	As required
General Public	In person/telephone/e-mail	Institution operations	As required
Other DOC Staff, Contractor, and volunteers	In person/telephone/e-mail	Institution operations	As required

## SECTION 7. POSITION RELATED DECISION MAKING

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

Key administrative decisions affecting overall program development and operations of Coffee Creek Correctional Facility; ensuring that the safety and security of the facility is maintained for incarcerated inmates and staff alike, including the use of force, weapons, chemical agents, etc. to prevent or quell major disturbances, insurrections, riot, etc. The decisions have a direct impact on all areas and facets of institutional services. Exercises superlative judgment as well as possessing and exercising highly specialized expertise in corrections theory and principles. Most decisions are subject to external review or appeal as to legal sufficiency. Key administrative decisions and oversight regarding the commitment of the General Fund budget in excess of \$26,000,000. However, does have cost center authority for entire budget when covering for the Superintendent.

## 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>				
CCCF Superintendent	9912058	Personal observations, various meetings, review of reports, and personal discussions.	Daily, ongoing	Assures institutional services available are being provided, and a safe and secure environment.

## SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 5  
 How many employees are supervised through a subordinate supervisor? 39

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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

**Special Requirements:** List any special mandatory recruiting requirements for this position:  
 Work is performed within the confines of a medium security, adult penal institution involving daily interaction with inmates confined and under restraint. Bodily injury, major disturbances, uprisings, and riots are possibilities. Serves as Officer-of-the-Day on a rotational basis and in an "on-call" capacity 24-hours per day at all times. Serves in the capacity of Superintendent during the Superintendent's absence from the institution. Stand-by duty requires being available "on call" by phone or radio. Job regularly requires work in excess of 40 hours per week. Inspections of work and confinements conditions at irregular intervals and unusual hours of the day, night, and weekend is necessity. Possible encounters with abusive inmates pose risk of physical injury. Must have a thorough operational knowledge of physical plant, food services, and safety in an institutional setting, budget management, fiscal accounting, and purchasing.

**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>		
Administration	\$603,779	General Fund
Counseling	\$2,308,980	
Mail Room	\$525,066	
Recreation	\$371,065	
Library	\$146,497	
Security	\$39,564,301	
Inmate Care	\$1,926,047	
Food Service	\$4,768,669	
Physical Plant	\$7,188,415	
Vehicles	\$0.00	
Safety/Sanitation	\$326,453	
Inmate Work Programs	\$441,231	

Inmate Welfare	\$167,260	
Outside Work Crew	\$371,361	
Sewing Program	\$0.00	

**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