



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/9/14

Agency: 29100

Facility: Coffee Creek Intake Center

[] New [x] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Exec Manager D
b. Classification No: X7006
c. Effective Date: October 1, 2010
d. Position No: 8913006
e. Working Title: Intake Administrator
f. Agency No: 29100
g. Section Title: Intake
h. Budget Auth No: 000109050
i. Employee Name:
j. Repr. Code: MSN
k. Work Location (City - County): Wilsonville -- Washington
l. Supervisor Name (Optional): Nancy Howton, Chief Administrator
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [x] Executive [] Professional [] Administrative
o. Eligible for Overtime: [] Yes [x] 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, Chief Administrator 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. This position exists within the Intake Unit, which is part of the Offender Management & Rehabilitation Division of the ODOC.

The Offender Management and Rehabilitation Division is responsible for carrying out the ODOC mission to reduce the risk of future criminal conduct by those offenders who are either incarcerated or transitioning from prison back into the community and for those offenders on supervision in the community.

Intake and assessment for the Oregon Department of Corrections (ODOC) takes place at the Coffee Creek Intake Center (CCIC) located within the Coffee Creek Correctional Facility (CCCF) in Wilsonville, Oregon. CCIC has a current capacity for 432-bed adult male beds and 52 female intake beds and houses inmates entering the Department of Corrections to begin serving their imposed sentences. This center performs initial assessment designed to determine appropriate housing placements based on a variety of needs including medical, mental health, education, work and programming. The Intake Center reports to the Offender Management and Rehabilitation Division in Salem, Oregon, which in turn, reports to the Oregon Department of Corrections Director's Office.

These systems are necessary management tools to hold offenders accountable; promote public safety, education and information; manage system capacity and provide an opportunity for inmates to reduce their risk of future criminal behavior within the resource limits of the Department, consistent with the Oregon Accountability Model.

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 primary purpose of this position is to direct, manage and provide leadership in the daily operation of the Intake Center, in compliance with statutory law, administrative rules and Department policy. The Intake Administrator is responsible for coordinating inmate housing assignments and movement with CCCF staff and the ODOC Transport Unit, as well as facilitating partnerships with other institution functional units and outside agencies. The Intake Administrator is responsible for supervising and managing the overall workplace & budget, planning and developing long and short-range program objectives and operational goals. This position reports directly to the Chief Administrator of the Offender Management and Rehabilitation Division.

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
-----------	--------	------	--------

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

			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.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse. Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse backgrounds who are committed to the mission and values of the Department.

30%	N/C	E	<p>Operations Functions: Provides leadership, direction, supervision, and accountability for the DOC Intake Center. Supervises subordinate manager in personnel practices, including recruitment; employee work analysis and performance evaluation; staff training programs; staff morale; grievance procedures; disciplinary action, layoffs and terminations.. Conducts regular meetings with subordinate managers and line staff. Confers with employees to obtain data on current assignments, problems encountered, and projected completion dates. Evaluates management performance as it relates to Intake mission and goals.</p>
30%	N/C	E	<p>Administrative Functions: Recommends agency policy as it relates to assessment and classification by evaluating data from a variety of sources to identify trends, design operational systems and need for rules, policies and procedures. Evaluates the quality and effectiveness of Intake</p>

			programs and takes follow up action as needed. Develops and implements policies, procedures and program priorities by determining, through program managers and staff, the most effective strategic changes for allocating agency resources to provide evidence-based program services to offenders. Actively engages in developing new ways of doing business within and across program sections to improve the efficient and effective delivery of services to offenders.
25%	N/C	E	<p>Communications/Coordination Functions:</p> <p>Personally and frequently tours the Intake areas, meets with staff members, inmates, and others concerned with Intake operations; strives at all times to maintain a positive relationship for the institution, internally and externally. Facilitates communication between the CCCF administration, Office of Population Management administration and CCCF/Intake staff. Assists in the coordination of institution programs and services through available resources. Coordinates and participates in monthly CURE meetings along with other DOC staff in an effort to help ensure family and friends of inmates are provided with necessary information to help them maintain appropriate communication, support and address potential security concerns.</p>
10%	N/C	E	<p>Budget Functions:</p> <p>Directs the preparation of biennial and interim budget requests for the program by determining priorities among requests from reporting staff and by explaining the need for additional resources to higher level officials in order to obtain the resources necessary to implement programs. Integrates budgetary and operational data and analyzes for alignment with overall agency policy strategies. Provides coordination and budget oversight, monitoring, explanation, training and interpretation to employees on a monthly basis. Prepares the functional unit budget and monitors compliance of spending requests to budgeted approval.</p>
5%			<p>Other Duties:</p> <p>May serve as Officer of the Day at CCCF on a rotational basis. May participate in state-wide bargaining team. Project management duties as assigned. Instructs in-service training classes as requested. Participation in workgroup/steering committees or special functions. Performs other duties as designated by the Assistant Director or Chief Administrator of the Offender Management Services Division.</p>

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 administrator works outside and/or inside a secure adult correctional facility. Inherent custodial duties include the responsibility for personally handling inmate incidents in the employee's immediate work area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools and contraband and documenting unusual incidents as they occur. This administrator may encounter abusive inmates who pose the risk of physical injury. This administrator is subject to call back in the event of an

emergency at which time this manager could be placed in a supervisory position in the institution. During a “work stoppage” the employee would be required to fill any post assigned in the institution. The incumbent in this position may be subject to long hours, especially during peak work periods or inmate unrest. Day and overnight travel may be required.

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 (ORS)
- Department Rules & Procedures
- DOC General Policies
- State and Federal laws and regulations
- Collective Bargaining Agreement - AFSCME/AOCE (Security and Non-Security)
- Federal Civil Rights Laws
- Institution Emergency Response Plan
- Officer of the Day Manual

b. How are these guidelines used?

Decisions made by this position require a comprehensive knowledge of the above to analyze situations, formulate an opinion, and judge the appropriate response.

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>			
Criminal Justice Officials	Phone/In person	Problem solving, program coordination	Weekly
Service Agency Reps.	Phone/In person	Enhance service delivery	Weekly
OMR Administrators	Phone/In person	Program development/modification	Monthly
Agency Staff	Phone/In person	Information sharing/problem solving	Daily
Inmates	In person/In writing	Problem identification/resolution	Daily
General Public	Phone/In person	Problem solving/education	Daily
Other state agencies	Phone/In person	Problem solving	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Evaluate individual performance to determine effectiveness; plan and develop goals and objectives to ensure results as related to mission; adjust program operations to meet changing needs; justify budgetary data necessary for Intake operation; control Intake processes through analysis of systems and procedures.

The workload of this position involves daily and multiple contact with inmates, staff, other DOC employees, police agencies, etc. These decisions are essential and necessary to maintain internal security and to ensure that DOC Rules, Polices, etc., and CCCF/Population Management/Intake Procedures, etc. are functioning within established parameters.

The employee determines the work methods and procedures used to complete assignments. The work involves related steps, processes, and/or methods that require the application of agency policies and procedures and the exercise of initiative and judgment in distinguishing among variables and identifying applicable standards. Responsible for administrative/technical assignments involving different and unrelated processes and methods; and requiring the exercise of independent judgment in analyzing situations and making decisions in accordance with laws, rules and regulations. This administrator is responsible for enforcing union contracts, functional unit and Department policies and procedures relating to staff, inmates and visitors. Decisions made affect the general security of the institution.

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 curser at end of a row (outside table) and hit "Enter".</i>				
Z7014 Principal Executive Manager H Offender Management & Rehabilitation Chief Administrator	9912058	In person / Telephone	As needed	Ensure effectiveness of Intake operations. Recognition, professional growth, performance correction, provide direction.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 10
- How many employees are supervised through a subordinate supervisor? 13
- 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:

Employee must have broad managerial skills, thorough knowledge of sound correctional practice, and recognize the functions of state government; maintain an "open door" policy for staff and inmates; subject to emergency calls seven days per week, 24 hours per day; office is within the institution; deals with convicted inmate felons daily. As O.D., is in charge of all prison operations in the absence of the Superintendent.

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 curser at end of a row (outside table) and hit "Enter".</i>		
Intake Cost Center	Approx. \$4,300,000	General Fund

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