



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/9/14

Agency: Oregon Department of Corrections

Facility: Dome

[X] New [] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist I
b. Classification No: C0118
c. Effective Date: 7/1/2007
d. Position No: 0710008
e. Working Title: Executive Support Specialist I
f. Agency No: 29100
g. Section Title: Diversity and Inclusion
h. Budget Auth No: 001031530
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City - County): Salem, Marion
l. Supervisor Name: Gary Sims
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] 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's affected, size, and scope. Include relationship to agency mission.

The Diversity and Inclusion Division is comprised on one Administrator and one office staff. The Diversity and Inclusion Division supports the mission of the Oregon Department of Corrections and the Governor's Diversity, Inclusion and Affirmative Action office by helping staff achieve their full potential. When staff come from diverse backgrounds and are inclusive in their behavior, they model appropriate, prosocial relationships to the adults in custody. This gives the adult in custody the opportunity to develop his or her own prosocial skills that will aid them upon release.

The purpose of the Diversity and Inclusion section is to create a climate of inclusion where mutual respect and understanding enable collaboration and problem solving for staff at all levels and where individuals are valued for their unique contributions. The Diversity and Inclusion section reaches out to other state agencies and community groups to recruit staff, support existitng staff and help adults in custody with re-entry.

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 confidential support to the Administrator of DOC's Diversity and Inclusion program.

SECTION 3. DESCRIPTION OF DUTIES

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
35%	N	E	Provides office and project support for the Diversity and Inclusion Administrator. This includes writing letters and reports, setting appointments, preparing the administrator for meetings, planning travel, brainstorming possible changes in the Diversity and Inclusion Division, and being a co-creator for the Diversity and Inclusion website. Other duties as assigned.
30%	N	E	Writes and revises drafts of OARs and DOC Policy. Coordinates agency-wide initiatives focused on Diversity and Inclusion as strategic initiatives. Assists in the development and implementation of DOC's strategic diversity initiatives and multifaceted diversity program by collaborating with DOC, other state agency and outside agencies' representatives. Assists with the development of Diversity and Inclusion training programs and curriculum including development of course content, conducting focus groups to evaluate training, and co-teaching non-institutional staff training. Supervise the inmate clerk assigned to Diversity and Inclusion. Other duties as assigned.
20%	N	E	Creates Diversity and Inclusion charts and graphs from data obtained from Human Resources. Interprets data represented in charts and graphs and creates meaningful reports on data. Develops standards for DOC in its reporting of governor's parity for Affirmative Action. Other duties as assigned.
15%	N	E	Attends various meetings and supports committees dedicated to promoting Diversity and Inclusion in DOC and state wide. This includes the DOC Diversity and Inclusion Advisory Council the Governor's Office of Diversity, Inclusion and Affirmative action committee; the committee to create the annual Oregon Diversity Conference; the committee to create the annual Governor's Summit on Reducing Disproportionate Minority Contact, and others. Support includes attending meetings, taking notes, conducting research, and following through on assignments. 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 position occasionally requires working inside prisons of all levels of security (minimum, medium, maximum, and close) and the communities in which they are located. Supervision of one inmate and contact with other inmates who have the potential for becoming angry, hostile, abusive, and aggressive. Inmate behavior such as this increases the risk of physical injury, death, and/or being taken as a hostage. There is an inherent responsibility to provide

assistance through recall and/or reassignment during inmate unrest and during other emergency situations occurring at the institution or in the community.

There may be some travel required.

DOC buildings and institutions are tobacco free. Uses of tobacco products are prohibited within the buildings or on the grounds. Tobacco use is permitted inside or along the side of the employee's personal vehicle.

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.

Federal:

Titles VI and VII of the Civil Rights Act of 1964

The Age Discrimination Act of 1975

The Equal Pay Act of 1963

Americans with Disabilities Act of 1990

The Civil Rights Act of 1991

State:

Oregon Revised Statutes

Executive Orders from the Governor

Oregon Administrative Rules (OAR's)

Oregon Department of Corrections Policies and Procedures

- b. How are these guidelines used?

These laws, orders, rules, policies and procedures regulate the manner in which the DOC hires, retains and promotes women, minorities, disabled persons and other marginalized groups.

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	Supervise inmate clerk, interact with inmate custodial crew	Daily
DOC staff	In person, email, phone	Assist with various projects.	Daily
Other state agencies	In person, email, phone	Assisting with inter-agency projects and initiatives.	As needed
Community diversity groups	In person, email, phone	Collaborating recruitment of staff and reentry of offenders into the community	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decides how to manage time and work to ensure that projects and assignments are completed in a timely manner. Decides which items are important on statistical data so that reports will only obtain key information. This allows the report reader to understand the presentation more clearly. Decides how to best prepare the administrator for meetings so that he or she can best represent the division.

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>				
PEM-G, Diversity and Inclusion Administrator	5000603	Informal/Formal	Informal: periodically Formal: Annually	Program Competence

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 checked="" type="checkbox"/> Plan work | <input checked="" 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:

This position requires competence in SharePoint, PowerPoint and Excel, including proficient ability to create graphs and present statistical information. Strong writing skills are required.

Must maintain a valid Oregon's driver's license or provide alternate method of transportation as needed to attend training or meetings.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
----------------	------------------------------	-----------

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

--

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