



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/15/14

Agency: Oregon Department of Corrections
Facility: ODOC Administration - DOME Building
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 H
b. Classification No: Z7014
c. Effective Date: 07/01/1985
d. Position No: 6000027
e. Working Title: ODOC Chief Financial Officer
f. Agency No: 29100
g. Section Title: Planning & Budget
h. Budget Auth No: 000092430
i. Employee Name: Vacant
j. Repr. Code: MESN
k. Work Location (City - County): Salem / Marion
l. Supervisor Name: Mitch Morrow, Deputy Director - DOC
m. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share
n. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
o. 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.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions, and reducing the risk of future criminal behavior.

The Department provides administrative oversight and funding for the community corrections activities of Oregon's 36 counties, interstate compact administration and jail inspections, data services regarding all felons statewide and performance evaluation of community corrections.

The Department's priorities are determined by its biennial strategic plan, which is based on legislatively approved performance measures and other measures determined by the Department to advance the goals of the Oregon Accountability Model (OAM). DOC is responsible for over 14,600 inmates in 14 state prisons and in the custody of other state agencies (Oregon Youth Authority), and offenders in two counties. It advises and evaluates counties regarding the administration of probation and parole programs supervising more than 33,000 offenders in Oregon communities. The Department has a staff of more than 4,500 employees as well as large numbers of contractors and volunteers, and operates with a biennial budget of

approximately \$1.5 billion. DOC maintains agreements to exchange inmates for security and other reasons with approximately 25 other states. The inmate population, employee base, and operating budgets are in a period of expansion and change. DOC also is under a constitutional mandate to employ all eligible inmates in jobs or job training. The Department's priorities are determined by its biennial strategic plan, which is based on legislatively approved performance measures and other measures determined by the Department to advance the goals of the Oregon Accountability Model (OAM).

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:

This position exists to provide oversight of all agency operations and program activities, strategic planning and policy and budget development. The primary area of emphasis is the oversight of budget development and resource management, and coordination of agency capacity management. The position oversees the agency Budget Office and serves as the primary liaison with outside entities (Governor's Office, Chief Financial Officer and Legislative Fiscal Office) regarding budgetary and population forecast and management plan concerns.

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.

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 background who are committed to the mission and values of the Department.

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%		E	<p>Executive Leadership As an executive level agency staff member, develop and direct DOC's organizational outcomes through planning, budget development and engaged leadership/management. Serves as a member of the Policy Group (DOC's executive leadership team). Responsible for leadership in the assigned program area's activities, as well as strategic planning, policy and budget development for the entire agency. Establish and maintain strong relationships with leadership team and management to identify their needs and seek full range of available solutions.</p>
5%		E	<p>Public Safety Policy Collaborate with the Governor's office, the Legislature other state, county and city public safety agencies on public safety policy, prospective legislative changes and implementation planning.</p>
20%		E	<p>Financial Management Direct the budget development process for the agency, including identifying high-priority funding requests and any interim legislative requests. Oversee development of fiscal impact statements for proposed legislation with potential impact to DOC. Oversee the operational management of the budget for all functional units within DOC. Develop and use forward-</p>

			<p>looking, predictive models, financial analyses and forecasts.</p> <p>Provide direct supervision to the Budget Office and its role in the budget development/management function.</p>
10%		E	<p>Compliance</p> <p>Review, approve and direct implementation of all agency rules, policies and procedures to conform with the Constitution, Oregon laws, DAS rules and policies and industry best practices.</p>
5%		E	<p>Supervision</p> <p>Coordinate the overall work of the staff and provide direction and redistribution of work when necessary, approving or disapproving recommendations from subordinate staff on personnel actions; evaluating subordinates' performance; hearing and resolving employee grievances; resolving conflicts between reporting staff; and determining the need for and initiating disciplinary action to ensure adequate and competent staff for the units.</p> <p>Responsible for hiring, planning work, approving work assignments, assigning/reassigning work, coaching and mentoring staff, recommending salary adjustments, conducting performance evaluations, responding to grievances and initiating disciplinary actions. Perform supervisory functions by interviewing, selecting and providing training for new staff;</p> <p>Review and direct the work of administrator-level agency staff (senior management staff), and hold them and other subordinate managers and staff accountable to advance the mission, vision and values of the agency.</p>
10%		E	<p>Goals and Measurement</p> <p>Participate with other Policy Group members in leading the agency's implementation of CORE, DOC's management system. Provide leadership and direction to an agency-wide strategic planning process and oversee the implementation of system-focused, performance-based measurements, short and long-term goals, and identify critical outcomes necessary to support a correctional model recognized nationally for having one of the lowest recidivism rates in the country. Develop short and long-term goals for the Planning and Budget Office.</p>
10%		E	<p>Long-Range Capacity Planning</p> <p>Develop capacity management plans to ensure adequate and appropriate housing, treatment and program space is available for adults in custody. Identify current and future capacity needs to guide the budget development process and determine long-term facility construction schedules.</p>

5%		E	Risk Management Manage agency risk by overseeing criminal, personnel and civil investigations; internal and external audits; safety and wellness.
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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 work of this position may require the person to be exposed to the hazards of working with adult felony offenders. Employee must follow strict adherence to security measures at all times. Works in an environment with sensitive and confidential information; position may be required to travel. Employee is expected to be available 24 hours a day, 7 days a week, and 365 days a year due to the nature of working for a public safety agency where the occurrence of an emergency situation is always a possibility. This position is part of the agency Emergency Response Team. This is an at-will position and serves at the pleasure of the Director/Deputy Director.

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.

- DOC Strategic Plan and Oregon Accountability Model.
- Oregon Department of Corrections mission, vision and values.
- Oregon Department of Corrections Rules and Procedures
- Oregon Accounting Manual (OAM)
- Statewide Financial Management System (SFMS)
- Governmental Accounting, Auditing and Financial Reporting (GAAFR)
- Oregon Revised Statutes (ORS), case law and Attorney General's Opinions regarding Budget Administration;
- Oregon Administrative Rules (OAR)
- AFAMIS Manuals and Procedures
- Union Contracts

b. How are these guidelines used?

All of the above are used as guidelines to meet the mission of the Director's Office and the agency. Federal Law and Oregon Revised Statutes provide the framework for this position. DOC administrative Rules and Policies clarify and implement statutes into law. The majority of this work is defined by the nature of the position. Budget-related activities are functions of the state budget calendar and legislative agendas. This work is self-directed and ultimately reviewed by analysts and legislators outside the department. Long-range planning related to the inmate population and housing needs are functions of the budget cycle and the semi-annual Oregon Corrections Population Forecast.

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>			
Director & Deputy Director	In person, phone, e-mail, correspondence	Discuss planning and budget status and action items.	Daily/Weekly
DOC Policy Group and Executive Team	In person, phone, e-mail, correspondence	Advise on impact of decisions involving significant or controversial issues related to budget	Daily
Department Employees	In person, phone, e-mail, correspondence	Provide/Obtain information	Daily
Legislators / LFO	In person, phone, e-mail, correspondence	Inquiries/Updates/Clarifications/Reports/Presentations/E-Board items/Legislation	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position prepares budget development strategies, proposed legislation and makes appropriation transfers for agency rebalance plans. This position has unlimited budget expenditure authority within its division with limited agency-wide budget authority.

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-I, Deputy Director	8901160	Review of Work	Monthly or as needed	Information Sharing/Track Progress/Decisions

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 1

How many employees are supervised through a subordinate supervisor? 8

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 |

Disciplines and rewards

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:

- Bachelor of Science in Accounting, Quantitative Methods, Business Administration or related financial fields. A CPA and/or MBA is preferred.
- Experience in a senior financial management role, partnering with executive staff, resulting in the development and implementation of creative management strategies.
- Advanced written and verbal communication skills to disseminate complex financial and business information to diverse audiences.
- Demonstrated leadership ability, team management and interpersonal skills.
- Excellent analytical and abstract reasoning skills.
- High comfort level with change and leading staff experiencing the change process.

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>		
Agency-wide	\$1,496,852,709.	General, Other and Federal Funds

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