



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/8/10

Agency: Department of Corrections

Facility: Oregon State Penitentiary

[ ] New [x] 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: Ops and Policy Anaylst 2
b. Classification No: C0871
c. Effective Date: 03/12/2014
d. Position No: 023.004
e. Working Title: Discrimination Complaint Coordinator
f. Agency No: 29100
g. Section Title: Administration
h. Employee Name:
i. Work Location (City - County): Salem, Marion
j. Supervisor Name (optional): Michelle Whitney Dodson
k. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
l. FLSA: [ ] Exempt [x] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [ ] Administrative
m. 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 Oregon State Penitentiary Administration Unit ensures the safe, secure, and orderly management of the institution in accordance with the Department of Corrections Rules and Procedures as well as Oregon State Penitentiary Procedures. The Department of Corrections is required to provide secure confinement for convicted felon offenders in the state of Oregon. The Oregon State Penitentiary houses approximately 2,000 inmates.

The success of the ODOC mission relies heavily on the fundamentals of the Oregon Accountability Model (OAM). Using the OAM as a model, the department takes a strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. The department's job is to move inmates from anti-social to pro-social citizens.

- 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 purpose of this position is to provide project/program oversight and technical assistance to the Superintendent and administrative staff which affects various sections of the institution there by giving the Functional Unit Manager an effective means of administratively managing a maximum-security penitentiary.

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

36%	E		DISCRIMINATION
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The incumbent knowledgeably informs the Superintendent of all applicable aspects of Title VI and VII of the 1964 Civil Rights Act, Section 504 of the 1973 Rehabilitation Act, and Title I, II, IV, and V of the 1990 Americans Disability Act, the Prison Reform and Inmate Work Act of 1994, and all amendments there to. Additionally, by monitoring all facility operations ensuring compliance with the Acts.

On behalf of the Superintendent, the incumbent promptly and thoroughly investigates all complaints or issues, whether staff or inmate, of racial conflicts or violation of Title VI and VII of the 1964 Civil Rights Act, Section 504 of the 1973 Rehabilitation, and Title I, II, IV, and V of the Americans Disability Act, the Prison Reform and Inmate Work Act of 1994 and all amendments their to. Recommend resolutions and/or corrective actions to the Superintendent.

Maintains a high frequency of contact in meeting with racial and other minority group individuals including staff and inmates, assuring all they have direct input to the Superintendent for resolution of issues. Assure and monitor processes that all individuals have an equal opportunity in employment, assignment, benefits, treatment, and quality of life within the institution. Pro-actively plans processes within operations, on behalf of minorities, with facility Administration. Frequently make contact with all areas of the facility to pre-empt or help resolve issues between staff and inmates.

Incumbent attends several staff meetings to provide information for Administration planning and to pre-empt racial and other minority issues. Meets individually with staff members, as necessary, to resolve racial and minority affairs issues. Represents the superintendent in meetings concerned with racial and minority affairs regarding compliance with Title VI and VII of the 1964 Civil Rights Act, Section 504 of the 1973 Rehabilitation Act, and Title I, II, III, IV, and V of the 1990 Americans Disability Act, the Prison Reform and Inmate Work Act of 1994 and amendments there to. Participates with the Department of Corrections Inmate Discrimination Appeals Committee (IDAC) and Diversity Committee to coordinate the work of those supervisory agency activities with facility programs and operations.

20%	E		NON-CASH INCENTIVE (NCI) MEMBERSHIP
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Is Co-Chair/Team Leader for the Non-Cash Incentive (NCI) committee charged with developing guidelines and criteria for this department wide program as it is applied to the Penitentiary. Researches within the department, other state and governmental agencies

and in the community at large. Recommends and implements programs with objectives, budgetary, legal, staffing, and other resource concerns to appropriate management staff. Recommend and/or implement appropriate adjustments to current and future program operations to improve the program services and/or delivery. Works with executive management team to recommend, adopt, revise, and implement long-term and short-term goals and objectives. Develops and carries out operational plans to achieve identified goals and objectives.

15% E POLICY AND PROCEDURES:

Audit ODOC Policy and Rules manuals which are located throughout the institution. Audit and assist in coordinating revision of OSP Procedures. Provide informative training to new staff regarding use of Policies, Rules and Procedures. Is regularly involved in coordinating short duration committees tasked with creating or modifying ODOC Policies, Rules, and Procedures.

5% E BACKGROUND INVESTIGATOR

Conducts confidential background investigations of Penitentiary employment applicants. Uses Law Enforcement Data System (LEDS) Criminal History data, Police, FBI records, Driving records, and other investigative tools along with contacting past and present employers and associates to gather information. Prepare an accurate written report of findings for the Superintendent/OSP manager(s).

15% E ASSISTANT PUBLIC INFORMATION OFFICER (PIO)

Serves as the institutions Public Information Officer (PIO) in their absence. May be required to prepare press releases, arrange media access and media interviews, respond to media inquires, and participate in media events. Assists in escorting media representatives and VIP's as assigned and arranges media contact with inmates.

9% E MISCELLANEOUS

**OTHER COMMITTEE MEMBERSHIP:** Attends Special Needs Inmate Evaluation Committee (SNIEC), Operations, Mail Room, Inmate Discrimination Appeals Committee (IDAC), and other meetings as necessary.

**GRIEVANCE INVESTIGATOR:** Provides assistance and backup to Grievance Investigator as necessary.

**AFFIRMATIVE ACTION UPWARD MOBILITY:** Addresses affirmative action and upward mobility topics in section meetings and maintains a harassment-free work environment.

**SAFETY:** Ensures section is operating according to established safety procedures. Ensures safety hazards are immediately reported and addressed, and removes potential safety hazards.

**SPECIAL PROJECTS:** Assists Central Office in rule revisions, program development, etc. Develops and monitors pilot programs at OSP.

**STAFF TRAINING:** Provides group and individual training to new and current staff. Instructs staff on departmental regulations, standards, and operating policies. Identifies areas of training needs.

**ASSIST THE EXECUTIVE ASSISTANT TO THE SUPERINTENDENT:** Completes special investigations and projects for the Superintendent and/or Executive Assistant to the Superintendent, conducts tours, and works with the media as needed. Acts as the Executive Assistant in that person's absence.

**GENERAL:** The Discrimination Complaint Coordinator has inherent security responsibilities including custodial duties for handling inmate incidents in the employee's immediate work area; for preventing escapes from immediate work areas; for preventing escapes through key, tool, and contraband at the work site. The employee is subject to recall for assignment in the institution. Adheres to standards set forth in Post Order #50.

Other duties as assigned.

100%

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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.**

May include dealing with verbal abuse, threats to self/family, other forms of harassment from inmates. Requires a great deal of independent and excellent judgment, tact and diplomacy, and impartiality in dealing with inmates/public.

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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.**

Federal laws, Oregon Statutes, Oregon Administrative Rules, Department of Corrections Rules and Policies, and Oregon State Penitentiary Procedures and Post Orders. OAR 291-131-0005 through 0050, OAR 291-077-0010 through 0040, and OAR 291-006-008 through 0025.

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

All of the above are used in guidelines in completing all investigations and other duties in a timely, accurate, and impartial manner.

## 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>			
<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Public Officials	Phone/Person	Information/Findings	Weekly
Members of the Public	Phone/Person	Information/Findings	Daily
Inmates/Staff	Phone/Person	Interviews/Counsel	Daily
ODOC Personnel	Phone/Person	Consultations	Weekly
Other Functional Units	Phone/Person	Policy/Procedure	Weekly
Criminal Justice Agencies	Phone/Person	Exchange of Information	Weekly
ODOC Job Applicants	Phone/Person	Information/Findings	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

The position incumbent assists the penitentiary superintendent in administratively managing institution security through complete investigations, intelligence gathering, and timely reports. This position requires the exercise of independent discretion, judgment, and decision within the framework provided by written rules/procedures, and verbal written instructions from supervisors.

## 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>				
Supervising Executive Assistant	0031.102	meetings	weekly	discuss investigation findings and intelligence information
		performance appraisal	yearly	review performance

## SECTION 9. OVERSIGHT FUNCTIONS

- 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

This position requires the incumbent to have well developed communication skills (verbal and written); ability to concentrate on multiple tasks for sustained periods of time; investigative skills; mediation skills; and in-depth knowledge of institutional operation. In addition, this position requires the exercise of independent discretion, judgment, and decisions within the framework provided by written rules/procedures and verbal/written instructions from supervisors.

The Oregon Accountability Model is based on a strong belief about the importance of strengthening staff to inmate and staff to staff modeling, particularly the directing and shaping of pro-social behavior. Staff's job is to move inmates from anti-social to pro-social citizens, and staff's interactions with inmates on a daily basis are, without a doubt, our most powerful tool to reinforce pro-social behavior. Thus, the nature of DOC staff relationships and communications with those we have been charged to keep secure and change are core to the Department of Corrections' success. Since relationships and respect are built through repeated experiences and communication about those experiences, then what staff do and say to inmates are key to achieving long-term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders, and actively supports the Oregon Accountability Model through their day-to-day interactions with others.

**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>		
N/A		

**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