



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
June 19, 2014

Agency: Department of Corrections

Division: Shutter Creek Correctional Institution,
Operations Division

This position is:

- Classified
- Unclassified
- Executive service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Executive/Manager F	b. Classification No: Z7010
c. Effective Date: June 19, 2014	d. Position No: 8906.001
e. Working Title: Superintendent	f. Agency No: 29100
g. Section Title: Administration	h. Budget Auth. No: 000106250
i. Employee Name:	j. Representation Code: MESN
k. Work Location (City-County): North Bend, Coos	
l. Supervisor Name (optional): Brian Belleque	

m. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited duration	<input type="checkbox"/> Academic Year
	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

n. FLSA:	<input checked="" type="checkbox"/> Exempt	If Exempt:	<input checked="" type="checkbox"/> Executive	o. Eligible for Overtime:	<input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional		<input checked="" type="checkbox"/> No
			<input type="checkbox"/> Administrative		

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.

Shutter Creek Correctional Institution (SCCI) is a 304 bed Minimum Security facility located near North Bend, Oregon. The facility implements the agency (ODOC) mission by ensuring the security and safety of staff, inmates and the community while: (1) Providing transitional programming and release services to inmates nearing their release to the community. Services include: mental health counseling and services, work force development training, health and medical/dental services, and pre-release planning, and; (2) Providing work opportunities for inmates in conformance with Oregon Constitutional requirements. SCCI's inmate population is minimum custody, within four years of release. Inmates work in a variety of support jobs within the institution and in community service and private sector jobs on outside work crews. Inmates work on the institution site in the physical plant, kitchen and dining hall, warehouse, receiving and discharge, laundry, landscaping, and as facility orderlies and members of the SCCI fire department. Outside/Community inmate work crews are primarily with the Department of Forestry and provide services throughout the year and serve as trained wild land firefighters.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we 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 support the Oregon Accountability Model through their day-to-day interactions with others.

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:

Has direct responsible for the overall operation of the correctional institution, which houses adult male inmates Directs the daily operation of an adult prison in compliance with current statutes, DOC rules and procedures, labor contracts, administrative and case law; to be responsible for all programs, including fiscal planning and budget management; labor contract administration; and facility maintenance. Responsibility for all aspects of personnel management as well as the planning and development of long-range program objectives and short-range operational goals.

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) functions.

% of time	N/R/NC	E/NE	DUTIES
100%	NC	E	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 interactions 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. Adherence to the OAM is considered an essential element of all the duties listed below.

100%	NC	E	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. As an essential element of all the duties listed below, 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.
10%	R	E	Directs and is responsible for the development of short, intermediate, and long range plans for the prison consistent with department goals. This position is a member of Operations Division Management team that discusses and/or resolves issues effecting/impacting the correctional facilities. It implements agency wide departmental policy directives. Identifies and recommends revisions to agency policy and procedures by evaluations of impact on programs, to increase effectiveness of program operation. This position implements Department of Corrections Strategic Plans by providing rehabilitative, transitional, and habilitative programs for the inmate population. Has overall responsibility for emergency preparedness plans to ensure it is sufficient for use during emergency situations. Is responsible for continuous improvement and learning of the institution and staff by ensuring proper training is provided.
10%	R	E	Maintains a thorough knowledge and understanding of multiple labor contracts, federal and state laws, as well as all applicable rules, regulations, and orders of the Executive Department. The person in this position resolves or denies employment grievances which are unresolved at lower levels. Understands and works within applicable laws, rules, collective bargaining agreements and policies. Conducts regularly scheduled meetings with management staff to share Departmental policy directions and to discuss and resolve institutional issues. Monitors program areas to ensure that program managers develop and revise position descriptions, work plans, and post orders of their subordinates.
10%	R	E	Develops and enforces all legal guidelines as it relates to inmate programs, processes and procedures that supports and maintains all housing, medical, and dental, food, visiting, religion, recreation, personal hygiene, canteen, self-help groups, education, and work programs. Work directly with the Department of Justice in investigations, preparations and defense against lawsuits.
10%	R	E	Directly responsible for the development of all institutional personnel management practices consistent with Departmental Policy, Mission, and Goals including: recruitment,

hiring/selection process, employee work analysis, performance evaluations, staff training programs, employee union negotiations and relationships, staff morale, grievance procedures, disciplinary actions, layoffs and terminations, meeting Affirmative Action guidelines, and providing direct supervision of key management staff.

10%	R	E	Directly responsible for the overall management of the institution by maintaining control and custody of inmates. This position is responsible for providing a safe working environment for institution staff, contractors and volunteer personnel. Ensures the institution is safely operated and provides a healthy environment for the inmates housed there. Ensures there are programs in place that promote safety, sanitation that govern the overall appearance of institution's facilities, buildings, and grounds.
10%	R	E	Directly responsible for development and control of the biennial budget allocations that supports the institution's needs. This position directly monitors the management of the institution's budget, trust accounts, and business services activity consistent with and in compliance with all requirements of the law and departmental directives through subordinate managers. Directly supervises the budget to ensure that essential programs are carried out in a prioritized manner and within legislative intent and authorization. Reviews program costs and manages resources effectively to ensure that expenditures remain within approved budget appropriations and approved purchasing procedures. Controls and maintains all items of capital and expendable property and supplies, by implementation of warehouse and inventory controls
10%	R	E	Works directly with other agencies and is the liaison between the department and the local community in which the institution is located. Is expected to form solid working relationships with counterparts in the local public safety arena as well as establish strong ties with community leaders and members of the public. Is expected to establish and maintain a Prison Advisory Committee (PAC) and be involved in other local public safety and community based committees.
10%	R	E	Motivates, leads, coaches, and counsel's employees and ad hoc committees and work groups. This position negotiates/sets goals and performance standards for the institutions. Develop and implement a dynamic recruitment and marketing strategy that establishes and maintains a talented and diverse workforce. Maintains strong collaborative relationships with labor unions. Recognizes employee contributions and encourage employee development, education, and reasonable risk taking.

10%	R	E	Recognize and respond to the needs of both staff and inmates alike. Design, implement and monitor programs to further the decline of inmate recidivism. This position creates and maintains an environment where employees feel valued, trusted, and are encouraged to be innovative. Recognizes the needs of a multi-cultural environment and implements programs to ensure these needs are met.
10%	R	E	Directly responsible for the development and implementation of Rules, Policies and directives that govern inmate workers in a prison setting. These systems are in place 24 hours a day, seven days a week. This position is directly responsible for the management and control of emergency or major incidents, threats both inside and outside the institution, up to and including inmate incidents that pose a risk of injury to themselves, other inmates and staff assigned to both prisons. Protect the general public by preventing breaches of security and escapes through the development of proper control of keys, tools, and contraband processes.

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 position works inside a secure adult correctional prison and may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. The employee is subject to call back in the event of an emergency. This position is eligible for Police and Fire benefits.

The superintendent will be expected to share the mission, vision and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive changes, and that the future public safety of Oregon depends on maintaining environments where such changes is valued and nurtured.

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.

- Department of Corrections Administrative Rules, Procedures, and Directives
- Oregon Revised Statutes
- Internal Procedures
- Federal Laws and Regulations
- Executive Orders
- Collective Bargaining Agreements
- Emergency Response Plan

b. How are these guidelines used?

Position requires familiarity with these guidelines and ability to research and determine courses of action based on these guidelines.

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?
DOC Administration	In person/Phone/ FAX/In writing	Represent the institution/provide and obtain information	Daily
Elected Officials/ Governor/Dept. of Justice/Executive Branch staff	In person/Phone/ FAX/In writing	Represent the institution/provide and obtain information	In frequent
Inmates	In person/In writing	Counsel/Investigate/Obtain Information	Daily
General Public/ Vendors/Other Agencies	In person/Phone/ FAX/In writing	Provide and obtain information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

The superintendent is responsible for making high level management decisions that directly affect the overall operation of the institution, including decisions which may impact the general public with potential for adverse community reaction and possible litigation. This position makes decisions that revise prison operations to meet the changing needs of the institution to allow for the most efficient, effective, and safe operation. In cases of emergencies the superintendent makes independent life and death decisions as they relate to controlling the situation or disturbance.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Westside Institutions Administrator	1000.002	Reports/Personal contact	On-going basis	To determine effectiveness and compliance with the department's mission and goals

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 4
- How many employees are supervised through a subordinate supervisor? 74

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:

The superintendent of a prison requires a diverse background that includes extensive managerial experience and thorough knowledge of sound correctional practices and of the function of state government. In emergency situations, the superintendent must maintain an above average knowledge of the Emergency Preparedness Plan to address any situation that arises. It is critical that this position have a vast knowledge of what needs to be done in an emergency and more importantly when to do it.

As inmates reach the end of their sentences they require sound transitional programs to return to society. Keeping the institution operating with sound correctional practices is critical to the success of this position. The superintendent must possess an authoritative mastery of evidenced based correctional practices, theories, and principles; and be seasoned in the field of business management to effectively and efficiently run a twenty-four hour, seven day a week, 365 day a year operation. Some of this experience comes from high level specialized technical training, extensive related work

experiences, and/or highly specialized study at the graduate level.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
S&S/Personal Services	Approx. \$16 million	General & Other 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