



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
2/1/13**

Agency: DEPARTMENT OF CORRECTIONS

Facility: TWO RIVERS CORRECTIONAL INSTITUTION

New Revised

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Principal Executive Manager H</u></p> <p>c. Effective Date: <u>February 1, 2013</u></p> <p>e. Working Title: <u>Superintendent</u></p> <p>g. Section Title: <u>Operations</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): <u>Umatilla</u></p> <p>l. Supervisor Name (Optional): <u>Steve Franke</u></p>	<p>b. Classification No: <u>Z7014</u></p> <p>d. Position No: <u>9902001</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: _____</p> <p>j. Repr. Code: <u>ES</u></p>	
<p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year</p> <p> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>		
<p>n. FLSA: <input checked="" type="checkbox"/> Exempt</p> <p> <input type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input checked="" type="checkbox"/> Executive</p> <p> <input type="checkbox"/> Professional</p> <p> <input type="checkbox"/> Administrative</p>	<p>o. Eligible for Overtime: <input type="checkbox"/> Yes</p> <p> <input checked="" type="checkbox"/> No</p>

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 ODOC is responsible for overseeing and managing inmates in order to maintain safe, civil and productive institutions. ODOC is responsible for the safety of inmates and protection of property at their work site. The success of the ODOC mission relies heavily on the fundamentals of the Oregon Accountability Model.

The 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 direction 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, 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.

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. 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.

Two Rivers Correctional Institution is a 600,000+ square foot medium-security prison with a design capacity, which houses 1790 inmates located in Umatilla, Oregon, and includes a 128 bed minimum custody unit located just outside the secure perimeter of the main institution. The purpose of this program is to provide work training and education to incarcerated inmates.

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 Superintendent manages, supervises, and coordinates the daily operation of the institution in compliance with current statutory, administrative, and case law; and is responsible for all programs, including: fiscal planning, budget management, labor contract administration, facility maintenance, personnel management, and planning, developing and implementing long-range program objectives and short range operational needs.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
100%	NC	E	<p>ADMINISTRATIVE DUTIES Provide for public safety by managing the institution so as to maintain control and custody over inmates, to ensure a safe, secure, and efficient environment is maintained at all times.</p> <p>E Direct and/or coordinate all institution staff in providing counseling, psychological/psychiatric, housing/clothing/personal hygiene, and food services; meaningful work assignments, academic education, cognitive restructuring skills, library, religious, recreational activities and constructive work programs for inmates.</p> <p>E Supervise all institution personnel management practices, including regular and affirmative action recruitment; hiring of staff; employee work analysis and performance evaluation functions; staff mentoring; staff training and development opportunities programs; employee bargaining contract negotiations and relationships; staff morale; grievance procedures and resolution; disciplinary action, layoffs and termination when necessary and/or appropriate.</p> <p>E Continuously monitor and keep informed on a current basis concerning all labor contracts, applicable federal and state laws, Administrative Rules, Regulations and Orders of the Executive Department and other state agencies.</p> <p>E Review and evaluate operational, technical and fiscal reports and directives to ensure compliance with Department rules and procedures.</p>	

- E Implement and monitor compliance with all ODOC/institution rules, policies, and procedures. Develop and review institution specific procedures and post orders.
- E Coordinate the communication of operational goals and insure that they are clearly conveyed to and understood by all affected personnel.
- E Ensure that legal rights of inmates are protected by maintaining knowledge of applicable law and by developing, implementing institution policies in conformity with law and Department policy.
- E Confer with subordinate supervisors and support staff to obtain data on current assignments, problems encountered, and projected completion dates. Keep abreast of information shared at meetings attended by subordinate staff.
- E Conduct planning/operational meetings with subordinate staff to review operational functions and to develop and encourage, through teamwork, an atmosphere of problem identification and creative problem resolution.
- E Evaluate employee performance as it relates to program mission and goals while assuring compliance with the State of Oregon's Performance Management System.
- E Resolve staff grievances with personal attention or intervention, assuring that collective bargaining contracts and correct personnel practices and procedures are adhered to.
- E Resolve inmate grievances through personal attention and/or intervention; fostering staff/inmate interaction; encouraging staff resolution at lowest possible level; and compliance with inmate grievance procedures.
- E Personally and frequently tour and inspect the facility; interview inmates, and if appropriate, their family members related to their specific concerns as well as general institutional issues; interview staff members and others concerned with institution operation and inmate programming. Strive at all times to maintain a positive living environment, provide a safe, secure and orderly institution, and maintain a positive relationship for the institution, internally and externally, at all levels.
- E Participate in public information and education activity by conducting tours of the institution, serve as a speaker before community groups, and by providing published information concerning institution operations.
- E Facilitate communication between Department of Corrections administration, institution staff, labor, and adults in custody, through various means including staff and AIC newsletters.
- E Ensure institution's level of emergency preparedness is ongoing and consistent with its Emergency Preparedness Plan and ensure implementation of plan during critical incidents.
- E Assure proper maintenance, repair, and appearance of the institution facilities, buildings, and grounds. Property management responsibilities include ensuring all sections within the institution are operating according to established safety procedures, guidelines, and regulations, e.g., OR-OSHA and DEQ regulations; ensure safety hazards are addressed, and ensure removal of potential safety hazards.

- E Plan, develop, and correlate long-range objectives and short-range operational goals with Department goals and objectives.
- E Coordinate institution programs and services with resources, programs, and activities of Oregon communities and State and local agencies. Review and evaluate program effectiveness and efficiency.
- E Maintain Prison Advisory Committee, policy, protocol, and actively engage committee members, staff in productive forum on community, department and institution issues. Remain highly visible as a community leader and representative of the Department of Corrections.
- E Develop and prepare budget initiatives for inclusion in the Department budget. Direct and monitor management of the institution budget consistent with, and in compliance with all requirements of law and rules for State agency fiscal control. Plan, administer, and monitor budget to assure essential programs are carried out in prioritized manner and within legislative intent and authorization. Review program costs to ensure expenditures remain within approved budget appropriations and approved purchasing procedures. Control and maintain all capital and expendable property and supplies.

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.

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 change and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

The Department of Corrections facilities are Tobacco free. Work is performed in a prison that houses maximum security inmates. The inmates have the potential for becoming angry, hostile, abusive and aggressive, increasing the risk of physical injury of employees, death and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

Position requires local and some out-of-town travel for meetings and training. Work week routinely exceeds 40 hours. The work week routinely exceeds 40 hours, and this position is on-call 24-hours/day, 7 days per week in the event of emergencies.

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 Law and Oregon Revised Statutes, Department of Corrections Rules, Procedures and Policies, TRCI Internal procedures, labor agreements, applicable federal, state and personnel regulations.

b. How are these guidelines used?

Rules and procedures establish guidelines for daily operational functions and accomplishment of the Department's mission and goals.

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>			
DOC Administration	In person & by phone	Policy/Operations Decisions	Daily
Other DOC Employees	In person & by phone	Exchange Information	Daily
State & Local Agencies	In person & by phone	Exchange Information	As needed
Inmates	In person & in writing	Info./Resolve concerns	Daily
Community/Public	In person & by phone	Info./Resolve concerns	As needed
Government Officials	In person & by phone	Exchange Information	As Needed
Other States DOC	By phone	Exchange information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes management decisions affecting the overall operation of the institution and its ability to carry out the mission of the agency and Department.

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>				
Eastside Institutions Administrator	9902001	Reports, personal contact, email, by phone	Daily	Monitor performance to determine effectiveness and compliance with the Department's mission and goals

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 6
- How many employees are supervised through a subordinate supervisor? 628

b. Which of the following activities does this position do?

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- 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. 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	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>		
TRCI Operating budget	\$79,474,833	General Funds
TRCI Inmate Welfare Fund	\$218,735	Other 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, and employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		