

victim services, volunteer services and inmate and community advocacy. The incumbent is a direct participant in the mission of the Department and the division, in the management of the division, and in planning and evaluating the division's efforts to fulfill its mission.

The Offender Management and Rehabilitation Division is responsible for carrying out the ODOC mission to reduce the risk of future criminal conduct by those offenders who are either incarcerated or transitioning from prison back into the community and for those offenders on supervision in the community.

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:

Conduct quality control audits of sentence calculations, evaluate and develop administrative rules, procedures, policies and supporting automation for implementation of legislative and other changes, as well as interpret administrative rules, statutes and policies for internal and external customers.

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.

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
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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".

100%	NC	E	Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.
100%	NC	E	
10%	NC	E	Program Training: Train PTAs in the application of OISC policy and procedural manual chapters in their daily work. Create and conduct specialized training to address technical deficiencies in both staff and process areas, applications of new or changing program principles and policies and perform training reviews to ensure compliance with new policies and procedures. Develop, prepare and revise lesson plans, tests or other training materials, and/or train and coach employees through training modules. Provide evaluation and recommend remediation to OISC managers on PTA training performance.
30%	NC	E	Program Coordination and Administration: Provide first line technical advice to PTAs and other DOC / OISC staff stationed throughout the state in areas relating to the application of applicable department sentencing policies and procedures as approved and required by statute. Communicate with the OISC Unit Managers in areas of PTA performance in order to assist in the development of technical training plans, the determination of needed corrective action and to provide input for the development of performance planning. Identify and refer legal issues to the Policy Manager (Operations and Policy Analyst 3) for Attorney General assistance. Coordinate with management any issues involving work assignments, caseload management and workflow. Manage risk by monitoring sentence calculation. Perform assigned duties as "super user" representative for data fixes on Corrections Information System, which require a higher level of authority, as requested by OISC staff, institution staff, and Community Corrections. Interpret and explain regulations, policies, and procedures to agency staff; guide others in the correct application of agency administrative rules and policy.

Serve as unit or department representative on committees affecting flow of sentencing information between OISC and other criminal justice partners. Communicate with internal and external persons both orally and in writing to explain or clarify issues relating to the calculation of inmate sentences. Receive input and exchange ideas on how to improve the quality of service rendered through OISC activities. Develop and maintain meeting and discussion notes and records. Develop detailed information, affidavits, and correspondence responses regarding sentence calculation and the application of statutes and rules in response to DOJ, attorneys, inmates, Department of Administrative Services Risk Management, and the general public. Review torts, grievances or grievance appeals, and various correspondence responses prepared by other technical staff or PTAs to assure accurate, concise responses to avoid unnecessary legal expenses to the Department. Participate on interview panel for hiring of new staff, as requested.

50%

NC

E

Intake and Release Process Operations:

Monitor quality and quantity of work performed at intake and release to assure compliance with Oregon statutes and DOC rules. Audit intake calculations for accuracy and provide data for purposes of performance evaluation and unit standards. Develop internally consistent support systems to process and review inmate sentence computations at intake and prior to release. Oversee and authorize the inmate's sentence calculation and release. Assure accuracy and timeliness of implementation processes associated with the release processing activities. Provide direction to OISC institution offices and staff with respect to the intake and release processes and provide guidance by interpreting governing rules and regulations, operating policies and procedures. Serve as the unit and Department releasing authority where signatures are required as verification of a correct release date.

10%

NC

E

Program Analysis:

Evaluate program operations and services; recommend and plan actions to bring about compliance with regulations and program goals. Participate in the development and maintenance of policy and procedure statements, ensuring compliance with existing statute, rule and Attorney General advice. Evaluate court decisions, legislation and statutes and develop changes in policy or procedures for implementation. Recommend need for and write language for changes to administrative rules; facilitate the rule making process. In concert with unit employees, other managers and the OISC administrator, assist in maintaining the OISC strategic plan. Make recommendations of the most effective utilization of resources to carry out OISC goals and objectives. Review, anticipate and respond to changing needs brought about by changes to laws, policies, procedures and inmate population. Identify, share and develop briefings to the OISC management team to explain the needs and justifications for additional resources when necessary. Collaborate with information system staff, program staff and outside contractors to evaluate existing systems, plan enhancements and test system functionality. Analyze operational processes, goals and objectives; identify data requirements; design system enhancements or system specifications based on evaluation.

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; work is performed in an office setting with prolonged sitting at computer terminals, involvement in telephone conversations, research in manuals, and writing various documents. This position is subject to response during working and non-working hours to emergency situations within the department.

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 Rules, Procedures & Guidelines	Interstate Agreement on Detainers	LEDS/NCIC Manual & Directives
DOC Administrative Directives	Interstate Compact Procedures	Attorney General Opinions/Case Law
Oregon Administrative Rules	ACA Standards/Case Records	Oregon Revised Statutes
Offender Information System	OISC Policy/Procedure Manual	Sentence Guideline Implementation
Oregon State Archives Record	Criminal Code of Oregon	Facility Procedures
Oregon Accountability Model	Federal Laws	

b. How are these guidelines used?

These guidelines are used to assure compliance with applicable regulations and standards for equal and consistent treatment of inmates; assist in applying the policies and procedures, and to apply these interpretations to specific situations. While these guidelines cover basic situations, they do not provide or supply answers to the many combinations of problems that the incumbent must resolve.

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?
Executive Management Team Members	In person/phone	Information/Decisions	Occasional

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

AG's Office	In person/phone	Information/Advice	Occasional
Functional Unit Managers	In person/phone	Exchange Information	Weekly/Daily
Other DOC State	In person/phone	Exchange Information	Weekly/Daily
Other Oregon State Agencies	In person/phone	Exchange Information	Weekly/Daily
Federal/Local Agencies	In person/phone	Exchange Information	Weekly/Daily
Attorneys	In person/phone	Exchange Information	Weekly/Daily
Board of Parole (BPPPS)	In person/phone	Exchange Information	Weekly/Daily
Community Corrections	In person/phone	Exchange Information	Weekly/Daily
DOC Staff	In person/phone	Exchange Information	Weekly/Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

- Advise staff on difficult or problematic sentence calculations and sentence structuring. Erroneous decisions subject the department to extensive litigation and liability. May affect the public trust of the Department of Corrections.
- Examine and determine if complex computerized processes are being appropriately followed by OISC Computation staff. Failure to follow accurate processes may cause multiple errors with elevated cost risks to the Department and State of Oregon.
- Develop a variety of sentence calculation manual chapters, which are the main tools, employed to establish release dates for inmates in state custody. If inappropriate processes are used, the Department of Corrections may be subject to litigation and penalties. Inefficient processes will needlessly expend staff and other resources.
- Prepare file review or evaluation reports. Inaccurate or incomplete reports can fail to correctly identify errors leading to extra costs and expend staff time or other resources.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Work is reviewed and monitored by direct observation and regular contact with employee including formal annual reviews and informal review/coaching as needed.

Classification Title	Position Number	How	How Often	Purpose of Review
OISC Policy Manager	9512445	Observation & Reviews	Annual	
OISC Administrator	8919043	Observation & Reviews	Annual	

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?

Plan work

Coordinates schedules

- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- 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:

This position works with the OISC Unit Managers and the Administrator in the development and implementation of unit objectives. This position is responsible for reviewing individual sentence calculations and procedures. This position aids the unit in achieving efficiency, consistency, and accuracy of records and sentence calculations that have a direct effect on the department's primary mission of community safety. This position requires sentence calculation accuracy, basic math skills and application of critical thinking. Any errors can result in the early release of an inmate, unexpected financial liability for the Department and an erosion of public trust in the Department.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".

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

Bethany Smith

Appointing Authority Signature

7-3-14

Date