STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 27, 2011
This position is:

Agency: Department of Corrections

Division: Snake River Correctional Institution
☐New ☒Revised

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

SECTION 1. POSITION INFORMATION

a. Classification Title:	**Operations and Policy Analyst 2**	b. Classification No:	**C0817**
c. Effective Date:	**May 1, 2009**	d. Position No:	**8919003**
e. Working Title:	**Corrections Program Technical Representative (Rules/Policies/Procedures/Grievances/ Minority/Affairs Representative)**	f. Agency No:	**29100**
g. Section Title:	**Transitional Services**	h. Budget Authorization No:	
i. Employee Name:		j. Representation Code:	AAON
k. Work Location (City-County):	**Ontario-Malheur**		
l. Supervisor Name (optional):	**Assistant Superintendent of Transitional Services**		

m. Position:	☒Permanent ☒Full Time	☐Seasonal ☐Part Time	☐Limited duration ☐Intermittent	☐Academic Year ☐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.

Snake River Correctional Institution is a 538-acre site located in southeastern Oregon 7 miles northwest of Ontario. The 1,025,000 square foot facility houses 2,996 inmates with approximately 886 employees, 50 contractors, and 250 volunteers managing and supporting the institution's operation. The institution maintains a safe and secure environment to carry out sanctions provided by statutes and as ordered by the courts to manage offender behavior consistent with the Department's mission.
The majority of the institution is located within a 103-acre secure perimeter, which contains all but 174 of the 2,996 inmates housed at the institution. A 154-bed minimum security facility, with an additional 20 Emergency Beds houses 174 inmates in a fenced 30,000 square foot facility adjacent to the secure facility. Within the secure perimeter there are 3 housing complexes, which contain approximately 800 general population inmates each. In addition to the three complexes, there are the disciplinary segregation/intensive management units which have 432 beds, and a medical services unit housing 16 infirmary beds and 22 special management unit beds.

The daily provision of essential food, medical treatment, clothing, safe living environment, and full time meaningful work is maintained by the institution. Self-improvement and rehabilitative opportunities for the inmates are provided through academic/vocational education, treatment services, cognitive restructuring skill programs, community-based liaison activities, and leisure time recreational activities.

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.

The Mission of the Department of Corrections is to promote public safety by holding offenders accountable for their actions, and reducing the risk of future criminal behavior. SRCI participates in the Departments mission by providing appropriate security and rehabilitative programs.

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 is specialized administrative work involving program planning development, implementation, coordination and evaluation. The incumbent is expected to consult, advise and provide technical program support to the institution managers and employees as it relates to specific inmate program activities.

The Snake River Correctional Institution has administrative positions that plan and coordinate various programs and/or services designed to support inmate and staff, provide partnerships with the community and keep the institution in a state of preparedness in carrying out its mission. This position is assigned responsibility for institution wide program development, coordination, implementation and evaluation. Program area assignments include: institution rules/policies/procedures, grievances, minority affairs, and Law Enforcement Data System (LEDS). The incumbent of this position works under general direction of the Assistant Superintendent-Program Services, receiving most of the direction for program implementation through participation in operations, facility tours and individual communications from inmates.

The position provides technical advice and assistance in developing, modifying and recommending changes specifically in programs within the facility as well as agency wide programs and impacts. The incumbent is expected to consult, advise and provide technical program support to the institution managers and employees as it relates to specific program activities.

The Coordinator is responsible for ongoing facility training curriculum as well as collaboration with the Department Training Section on issues that fall within the scope of this position. This position educates and instructs staff, contractors and other individuals, concerning professional and successful interactions with inmates and staff as well as working within a correctional facility. This position is expected to incorporate the concepts of the Oregon Accountability Model into all training, direction and guidance provided.

This position acts as the technical expert and advisor for all programs as they relate to Title VI and VII of the 1964, 68 U.S. Civil Rights Act, Section 504 of the 1973 Rehabilitation Act, Titles I, II, III, IV and V of the 1990 American Disabilities Act and the Prison Reform Inmate Work Act of 1994, in addition to all applicable rules, policies and procedures of the facility and department. This includes the interpretation of the above mentioned laws and policies to staff and supervisors and applying how they can and will affect new and existing programs, rules/policies and procedures within the facility. Other Program Coordinators and Managers consult with the incumbent of this position for direction and expertise relating to the development of a new program with in the area, revision to an existing program or seeking recommended resolution and/or corrective action to assure the agency is working within the guidelines, laws and policies. This position must be up-to-date and able to adapt to changes within the laws or legislative changes which could cause adjustments to current policies and programs within the facility or department.

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		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 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.
55		E	Minority Affairs and Grievance Programs - The incumbent promptly and thoroughly performs impartial investigation into grievances, discrimination claims and issues concerning the treatment of inmates within the facility. When researching claims, incumbent must use staff reports, interpretation of laws and create a combined written report/response on behalf of the Superintendent. Must develop and maintain a database for grievance and discrimination claims. All claims are logged and tracked to assure timely response to the inmates from staff. Review staff responses for effective and accurate information. Prepares verbal and written summary reports based on the interpretation of statistical data collected. Reviews grievances/discrimination claims to determine potential problem areas within the facility, notifies the Executive Team of any concerns and is responsible for corrective action to obtain compliance with laws, policies and departmental rules. Incumbent meets with inmates and staff frequently in an attempt to resolve issues prior to inmates turning to the grievance/discrimination claims process or other legal remedies. Guides staff, contractors, community volunteers in the correct application of laws, administrative rules/policies with their programs. Follows up with inmates on grievances/discrimination claims to assure understanding of the process and results of the system or investigations. Investigates sensitive isolated situations related to facility safety and security and recommends resolution to issues or problems to program manager, line supervisors, Superintendent and the facility executive team as well as the agency Director. Develops and monitors policy, rules, and procedures. Maintains a high frequency of contact with staff, contractors and inmates, assuring they all have direct input to the Superintendent for resolution of issues. Monitors processes to assure all individuals have an equal opportunity in employment, assignments, benefits, treatment, and quality of life within the facility. Personally meets with inmates in the various institution complexes, housing units, work and recreation areas to note

issues and work toward resolution. These issues are referred or reviewed with line staff and/or area supervisors, tracked to completion, and presented on a regular basis to the SRCI Executive Management Team. Frequently makes contact with all areas of the facility to pre-empt or help resolve issues between staff and inmates. On behalf of the Superintendent, the incumbent, through research and interpreting laws and legislative policies, promptly and thoroughly investigates 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, III, IV, and V of the Americans Disability Act, the Prison Reform and Inmate Work Act of 1994 and all amendments there to. Recommends resolutions and/or corrective actions to the SRCI Executive Team. The incumbent interprets and advises the SRCI Executive Team 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, III, 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 facility operations and programs to ensure compliance with the Acts and other rules/policies. The incumbent acts as a technical advisor and interprets current laws and how they apply or affect current programs, activities or rules, which are being developed or modified. Incumbent may attend various staff meetings, Operations, statewide departmental meetings and others) to provide information for administrative planning and to pre-empt racial and other issues. Represents the superintendent in statewide 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. Incumbent participates with the Department of Corrections Inmate Discrimination Appeals Committee and Grievance Program Coordinators from other geographical areas to review and audit investigative reports to assure the resolutions effectively provides a positive outcome for inmates, staff and the departments operations. Chairs or takes part in facility or department workgroups to provide expertise concerning minority affairs issues, rules/policy development and program development. Recommends, develops and facilitates arrangements for diverse cultural programs for inmates to be presented within the prison environment to encourage a broader understanding and appreciation for cultural differences.

15 E Rules/Policies/Procedures Program - Analyzes, interprets, and explains applicable laws, rules, regulations, policies and procedures. Reviews legislative changes and potential changes for impact on program or institution activities, prepares an implementation plan or an official response to proposed changes. May draft language for program related administrative rules, policies and procedures and/or make recommendation for changes in current rules, policies and procedures. May follow pertinent legislations assuring appropriate institution awareness, review and feedback.

Provide notice to staff and inmates on rule revisions. This includes posting updates, newsletter notices, copies to inmates and staff of rules including those 'noticed' i.e., open for review and comment.

Responsible for update and distribution of manual sets located throughout the institution and electronic versions for staff reference.

Creates and generates articles for the inmate and staff newsletters to assure communication within the facility. Provide critical input in the ongoing revision of the inmate and staff handbooks. At times lead the collaboration with other section managers in the revision process as well as the reeducation of all stakeholders. (When acting as lead for this project, the incumbent will have a higher percentage of time allotted to the task).

Acts as technical policy advisor; writes descriptive, narrative and technical memorandums and reports, writes and/or revises policy operations; determines solutions and options, prepares and justified recommendations for changes to executive staff. Uses technical program knowledge to assess training needs and to develop, update and deliver program related training and associated training manuals. Develops, coordinates and/or provides training to better inform staff and inmates on issues relative to inmate grievances and discrimination. Acts as the institution's resource expert in the area of inmate grievances/complaints and lawsuits against the agency. Assures current Department rule is available and being adhered to by all staff through cooperative relationships with the appropriate managers and that staff are appropriately trained in the inmate conduct/disciplinary processes and related procedures and guidelines which affect inmate supervision. Uses knowledge and experience in handling inmate grievance/compliant issues to provide input for new and revised institution/department rules/policies and procedures. Reviews and remains abreast of legislative activity relative to this area of inmate supervision and utilizes appropriate department resources to share and relay information to affected parties.

Works as a team with other institution coordinators to develop expertise, solicit information and participation and act as resource expert to staff on the institution, department, other agencies and the community, as appropriate to the situation in the areas of rules/policies/procedures coordination, inmate grievance program, and minority affairs. Uses the knowledge of one area to appropriately influence decisions in other areas and seeks to expand knowledge in all program areas.

Serves in a liaison capacity with Department inmate grievance/discrimination representatives, other agencies and members of the community; participates in meetings, conferences, hearings; gives informational speeches; schedules and facilitates informational meetings; maintains records; answers correspondence; provides technical information and assistance to employees, other agencies and community groups. Interfaces with other coordinators in the Department to discuss strategies and develop approaches and solutions. Makes recommendations on affirmative action issues and programs for culturally diverse inmate groups. Meets regularly with racial and other minority groups and individuals including staff and inmates to assure forum for issue resolution. Works with outside agencies, such as Attorney Generals' Office, Equal Employment Opportunity Commission, Bureau of Labor and Industries, Governor's

		Office of Affirmative Action, etc., in achieving complaint resolution, securing materials and information for training and programs, etc. Works closely with management staff in keeping grievances to the lowest level possible through proactive and prevention driven means.
14	E	Frequently tours, monitors and reviews housing units and program areas operations to assure organizational effectiveness relating to laws, policies and rules are being adhered to, with the authority to address and correct issues which could lead to grievances, discrimination complaints or litigation. Serves as team leader guiding and coordinating the efforts of other employees throughout the institution assigned to portions of and/or engaged in inmate grievance/discrimination resolution activities; checking the work progress of those involved in carrying out activities directly or through direct-line supervisors. Inspects facilities for safe and secure conditions as well as cleanliness and organization. Takes immediate corrective action to address life threatening safety issues.
10	E	Department of Justice (DOJ) requests and Tort Claims – Responds to Tort Claims, providing documentation and applicable rules, policies, and procedures. These responses may become part of further inmate litigation. Acts as DOJ resource for information relating to grievance, discrimination, and tort claims. Provides information on programs, rules, policies, and investigations.
5	E	LEDS Program – Acts as the SRCI LEDS Representative. Trains and certifies new LEDS users and re-certification. Ensure compliance for handling of confidential computerized histories, driving information, warrants, and All Points Bulletins by assigning and monitoring secure (CCH) printers, dissemination of information, and represents SRCI in federal and state inspections and audits by the Oregon State Police (OSP) and federal agencies. Maintains personal history information on all certified LEDS users for the facility in both the OSP and ODOC records base in compliance with federal and state regulations.
1		Serves as an interview panel member as needed for vacancies and developmental opportunities. May conduct background investigation of promotional and/or potential employees. This includes contacting past and present employers and associates, gathering information and preparing a written report of findings for the Assistant Superintendents and/or Superintendent. Necessitates a position of confidentiality.

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.

Snake River Correctional Institution is tobacco free. Use of tobacco products is prohibited within the buildings or on the grounds. Work is performed in a prison, housing maximum, close, medium and minimum security inmates. Inmates have the potential for becoming angry, hostile, abusive and aggressive increasing the risk to employees of physical injury, death and/or being take 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. May serve as the focal point in issue/conflict resolutions.

The institution is located in Eastern Oregon and is exposed to temperature extremes and inclement weather. The institution buildings are climate controlled. The institution has over 1,025,000 square feet of building space and is spread out over a 103-acre perimeter, in addition to a minimum security facility outside the perimeter. Walking long distances to get to a workstation to perform work is common. Most inmate housing units are two levels requiring the use of stairs to reach the second level.

The incumbent is responsible for proper tool and key control of their immediate work area and to maintain awareness and bring issues identified elsewhere in the institution to the attention of others.

Performance of the position involves sitting for long periods of time and may at times involve standing for long periods of time, such as, in the delivery of training or in community contact situations. Also, necessary, is the operation of computer video equipment for word processing, electronic mail and other specialized program access/usage, potentially for long periods of time.

Travel may be required for attendance at various meetings or trainings.

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 Rules and Policies
   - Institution Procedures and Post Orders
   - Administrative Directives
   - Oregon Revised Statutes
   - Collecting Bargaining Agreements
   - Case Law related to inmate and employee rights
   - Administrative Procedures Act, EEO Rules
   - ADA Rules
   - Commission on Accreditation Standards

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

These guidelines are used as references to provide parameters within which judgments and decisions are made regarding work and program activities; to ensure uniformity and consistency in decision making and to ensure meeting legal requirements. The guidelines give some direction to accomplish tasks and assignments. In some instances these guidelines are self-explanatory. However, on most occasions, due to the nature of many of these laws and guidelines, the incumbent in this position must research, interpret data and information from more than one source to use in the development and advising of rules/policies activities within different facility and agency programs. The incumbent must also assure the staff, contractors, volunteers and the public organizations working within the facility are in compliance with these directives and/or give advice and direction to the individuals. This position is required to work within the local jurisdiction to assure compliance and to solve issues/problems within SRCI and other institutions.

Equipment manuals and computer manuals are used for references and proper operation of equipment.

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 Rules Administration	Person/telephone/fax/ e-mail/written	Administrative Directives	2-3 Times Weekly DOC Rules
Inmates	Person/written	Answer written communications/verbal questions	Inmates
Attorney General's Office	Telephone/mail	Clarify and define procedures relating to compliant resolution. Provide copies of grievance/discrimination complaints and associated documents. Verify whether the inmate has exhausted local remedy.	Weekly
SRCI Staff	Person/telephone/fax/ e-mail/written	Advise and inform	Daily
Public Sector	Person/Telephone	Recruitment and networking Information sharing	Minimally
DOC Staff	Person/telephone/fax/ e-mail/written	Advise and information	Varies as needed
Police Agencies	Mail/telephone	Advise and Information	Varies as needed
Other State Agencies	Mail/telephone/e-mail	Advise and information	Varies as needed
DOC STG Managers	Person/telephone/fax/ e-mail	Advise and information	Varies as needed
DOC Minority Affairs & Grievance Coord.	Person/telephone/fax e-mail/written	Advise and information	Varies as needed
Governor's Office of Affirmative Action	Telephone/e-mail/fax	Technical assistant/Compliant Response/Resolution	As needed
Civil Rights Coordinator	Phone/e-mail/Visit	Advice/incident reporting	As needed
Inmates Discrimination Appeals Committee & Grievance Review Committee	Phone/e-mail/In person	Regular meetings/follow-up	Monthly
CD Council on Black Issues	Phone/e-mail/visit	Department projects	As needed
ODOC Human Resources	Phone/e-mail/visit	Advice/information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Develop goals and objectives to ensure results as related to mission; correlate state laws with program administration, adjust program operations to meet changing needs; justify budgetary data necessary for program operation; review programs through analysis of system procedures. Meet program goals and needs while ensuring an efficient flow of work and staff resources.

Poor decisions could have significant adverse impact on the integrity of the Department and increase the State's legal liability; create non-compliance with the law, rules, policies, procedures, regulations; and cause injury to staff and inmates.

Provide input to hiring/promotion interview committees.

Inform Superintendent, Asst. Superintendents, Minimum Facility Manager, Program Services Manager, other agency personnel, community volunteers, contractors, grievance and discrimination agency personnel, and Division Civil Rights Coordinator of potentially volatile situations.

Interpret written guidelines and develop guidelines to solve volatile situational problems to assure security and safety are not compromised.

Develop and recommend action plans to various committees and individuals.

Assist Institution Management Team by providing technical advice during regular/special meetings to assure understanding of interpreted laws and regulations.

Advises and recommends operational, program and policy changes to facility and DOC administration (via statewide committee involvement) to conform with state and federal performance measures, laws and regulations.

Commence and initiate workgroups and committees to deal with compliance issues. Chairs and participates in such workgroups.

Design training strategies to meet Federal, state, agency and facility needs. Request and evaluate input from multiple program managers, supervisors and line staff to improve quality of training.

Recommend budgetary expenditures to meet program needs.

Evaluate impact of legislative directives and propose operational and program modifications to meet new requirements.

Authority to suspend/terminate an operational practice or procedure that is in violation of state and federal laws governing civil rights, disabilities and other protected classes. Protect the facility from discrimination complaints through proactive intervention with all programs and sections.

Initiate action with all sections of facility to orchestrate the ongoing evolution of the department's culture.

Determine and provide the direct guidance and conflict mediation between parties to resolve issues at the lowest level.

Influence line supervisors and program managers to adhere to proper protocols and take corrective action when they fail to do so.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM-F		Personal observation, written reports, personal interviews, and system audits	Daily, or as needed	Reviews are conducted on an ongoing basis to determine program effectiveness and compliance with the Department's mission and goals

The Assistant Superintendent of Transitional Services at SRCI and other Department of Corrections personnel for the Assistant Director of Operations office may review letters and reports that are submitted. The review of certain reports ensures compliance with the Department of Corrections' objectives and policies. This position's incumbent must be able to work independently to monitor programs, rules/policies, make operational decisions and solve operational problems without constant supervision and direction. Due to the nature of the laws and policies, the incumbent must be able to interpret information and present it to staff, managers, supervisors, contractors, community volunteers and other agency personnel. The incumbent must be able to chair workgroups and make sound decisions which will lead to efficiently run programs, activities and the development of rules/policies and guidelines.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? N/A
How many employees are supervised through a subordinate supervisor? N/A

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

- ☒ Plans 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 REQUIRMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:
Employee must have knowledge of methods and techniques of program representation and coordination; good verbal and written communication skills. Must possess the ability to draw conclusions, make appropriate recommendations and/or take appropriate action.

Must have technical or professional level experience analyzing or advising and/or instructing the public concerning specific programs or processes, monitoring a program, or performing participant reviews.

This position requires the incumbent to have well developed communication skills (verbal and written); ability to concentrate on several different tasks for sustained periods of time; investigative skills; mediation skills; ability to manage and develop multiple programs requiring substantially different program knowledge and the

balancing of multiple, competing program demands, and also the ability to monitor and develop activities in those programs. This position is required to have detailed 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. This position also requires the individual to make independent discretion, judgment, interpretations and decisions involving unclear guidelines.

May conduct research and coordinate special computer or statistical related projects at the discretion of the Superintendent and executive team.

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, contractors and community volunteers 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
N/A	N/A	N/A

SECTION 11. ORGANIZATIONAL CHART

Organization Chart Attached

SECTION 12. SIGNATURES

Teresa Hicks 6/22/11
Employee Signature Date

[signature] 6-27-11
Supervisor Signature Date

[signature] 6-27-11
Appointing Authority Signature Date

[signature] 6-28-11