



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/1/12

Agency: Oregon Department of Corrections

Facility: Office of the Inspector General

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

| | |
|---|---|
| a. Classification Title: <u>Operations and Policy Analyst 2</u> | b. Classification No: <u>C0871</u> |
| c. Effective Date: <u>4/1/2012</u> | d. Position No: <u>8907003</u> |
| e. Working Title: <u>Legal Coordinator</u> | f. Agency No: <u>29100</u> |
| g. Section Title: <u>Office of the Inspector General</u> | h. Budget Auth No: _____ |
| i. Employee Name: _____ | j. Repr. Code: <u>AAON</u> |
| k. Work Location (City – County): <u>Salem / Marion</u> | |
| l. Supervisor Name: <u>Leonard W. Williamson</u> | |
| m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share | |
| n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt | If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative |
| o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 Department of Corrections is responsible for the management and administration of all adult correctional institutions and other functions related to state programs for adult corrections. It has seven major divisions and a strong relationship with Oregon Corrections Enterprises, a semi-independent state agency.

The DOC Office of the Inspector General comprises Special Investigations, Hearings, Security Threat Management, and PREA/Intelligence Unit. Through close and streamlined collaboration among the units, this division is charged with supporting the agency's mission through collaboration with internal and external stakeholders. Key functions include management of individual inmates that present an elevated security threat risk based on intelligence; providing investigative services to all DOC institutions and facilities regarding suspected wrongdoing by inmates, staff, contractors, volunteers and visitors; conducting disciplinary hearings in accordance with established rules and relevant case law for inmates accused of rule violations; provide uniform guidelines and procedures to reduce the risk of prison sexual assault and

sexual activity; leading oversight functions for the Department on behalf of the Director and Deputy Director.

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:

Develop strong positive working relationships with DOJ, DAS, Risk Management, other impacted agencies and interest groups related to litigation and other potential issues that could affect the Department of Corrections. Coordinates communication between functional units, oversees the development of short and long-term goals, division performance planning and the departments strategic direction. Ensures Office of Inspector General administrative rules are adopted in accordance with the Administrative Procedures Act, Attorney General Uniform and Model rules, Secretary of State's rules, and Oregon laws relating to rule authority. Facilitates the Administrative Review process. Completes program analysis and makes recommendations to Inspector General, Deputy Inspector General. Assists Inspector General and Deputy Inspector General in budget preparation.

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.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

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 |
|-----------|--------|------|---|
| 60 | R | E | <p><u>System Analysis/Evaluation/Improvement</u></p> <p><u>Litigation</u> In conjunction with DOJ, develop the litigation database to be used in tracking litigation activity for the Department of Corrections Director; maintain the database by inputting data received from DOJ; collaborate with DOJ and IT in the design and implementation of the public records request database; lead agency management in managing and tracking the department's Tort process; develop and maintain systems operation manuals. Design and deliver training to staff in implementation of new programs, policies and procedures and processes and litigation training; prepare operational reports and data summaries used in evaluating program efficiency; report to administration on programs goals and objectives and recommend future enhancements to existing systems;</p> |

| | | | |
|----|---|---|---|
| | | | <p>coordinate, design and deliver agency litigation training. Serve as the key contact for Office of Inspector General questions on responses to Public Records Requests and preservation of documents for legal purposes. Work with DOJ to gather materials in response to all litigation. Support the department's inmate legal affairs in sharing information with DOJ on potential and actual inmate litigation issues that could impact the Department and its programs.</p> <p><u>Public Records Requests</u> For all records requests directed to the Office of the Inspector General; coordinate and maintain a resource of PRL issues/questions, asked and received in conjunction with DOJ relating to PRL issues; ensure the compliance with legislation relating to PRL.</p> <p><u>Administrative Review & Rules</u> Conduct Administrative Reviews in line with DOC policies and procedures around inmate grievances and disciplinary hearings. Facilitates Office of Inspector General rule making process as needed.</p> |
| 25 | R | E | <p><u>Projects/Management/Evaluation</u></p> <p>Direct & participate in projects and serve on task forces as assigned by the Inspector General and Deputy Inspector General to improve operational processes with DAS Risk Management and DOJ to facilitate the development of agency performance measures; evaluate work performed in order to meet established goals, objectives and target dates; review/analyze the quality of services provided to internal and external stakeholders by reviewing existing policies and procedures, reports, statistical data, correspondence, and other documentation, as well as meeting with staff to determine possible improvements; arrange for training of division managers, evaluate curriculum and provide follow-up recommendations and comments; prepare written instructions for work assignments; prepare final drafts and narratives for reports; develop policies and procedures that supplement agency operations or administrative processes. Facilitate the development of performance measures for the Intelligence Unit of the Office of the Inspector General to measure program success and appropriation of available resources.</p> |
| 10 | R | E | <p><u>Budget Preparation</u></p> <p>Manage the division's budget in support of the Department's mission and the Oregon Accountability Model; prepare financial plans and funding packages; prepare biennial and</p> |

interim budget requests by projecting resource requirements; prepare documentation for various budget requests; analyze monthly projections for the division and provide input and suggestions to the Inspector General and Deputy Inspector General; authorize payment of bills and reimbursements both within DOC and to outside vendors; perform a regular analysis of each functional units budget including; review of expenditures, personal services costs, contracts, and supplies and services; monitor the divisions vacancies, double-fills, under-fills, etc; advise and make recommendations to the Inspector General and Deputy Inspector General regarding budget management and strategies to solve division budget issues and deficiencies; track and monitor all of the division's personal services to ensure compliance with funded levels, established staffing standards, and general position management; provide explanation regarding appropriation or the need for additional resources, to higher level officials in order to obtain resources necessary to implement programs; recommend redistribution of available resources, as needed to meet changing needs; prepare allotment plans and consult with the Budget Analyst on expenditures and revenue patterns; review with functional unit managers, their unit's budget including staffing, expenditures, contracts and forecast the future direction and budgetary needs; work with managers to assess program budgetary needs, develop budget narrative, identify and solve budget and cost accounting issues; budget authorization in the following areas: transferring of funds within/to other functional unit; advise Budget Analyst on line items adjustments based on current/future spending projections including Personal Services

5

R

NE

Other Duties as Assigned

Assist with other duties/assignments/projects, assigned by the Inspector General, Deputy Inspector General and/or the Director's Office.

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.

Normal office environment. Requires confidentiality, tact and sensitivity. Attends meetings on-site at correctional institutions and other locations through the state. Occasional contact with inmates.

Occasional travel inside the state is necessary. Requires the incumbent to work the hours necessary to perform the duties of the position.

DOC buildings and institutions are tobacco free. Uses of tobacco products are prohibited within the buildings or on the grounds. Tobacco use is permitted inside or along the side of the employee's personal vehicle.

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.

1. Oregon Department of Corrections mission, vision, values, rules, policies and procedures.
2. Oregon Revised Statutes
3. Labor Agreements
4. Federal Statutes
5. Oregon Public Records Laws

b. How are these guidelines used?

Provides direction/guidance for daily operational functions, policy decisions and the accomplishment of the Department 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> | | | |
| Assistant Directors, functional unit managers and their staff | In-person, telephone and written and electronic communication | Schedule meetings. Policy/procedure direction and/or provide information. | Daily |
| Director/Deputy Director | In-person, telephone and written and electronic communication | Scheduling and/or provide information. | Daily |
| Other State Agency Employees | In-person, telephone, written and/or electronic communication | Receive/respond to inquiries and/or provide information | Daily |
| General Public including News Media | In-person, telephone, written and/or electronic communication | Receive/respond to inquiries and/or provide information | Daily |
| Legislators and their staff | Telephone, written and/or electronic correspondence | Respond to inquiries | Daily |

SECTION 7. POSITION RELATED DECISION MAKING

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

This position must maintain confidentiality related to staff investigations and labor relations issues. Prioritize and schedule personal workload to assure timely response to department, division and individual project needs, providing complete and accurate information, reports or materials needed to carry out the mission of the department. Must be able to work with a high degree of independence under the general direction of the Inspector General and Deputy Inspector General, as well as the Planning and Budget Administrator. Consult with supervisor as necessary to obtain direction, clarification of expected results, confirm interpretation of regulations, and seek guidance in complicated or unclearly defined areas. Decisions made by this position are a direct reflection of the Inspector General and Deputy Inspector General, the Planning and Budget Administrator, and the administration of the divisions and the department.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|--------------------------|-----------------|--|-----------|---|
| Inspector General | 7700838 | Communication as needed by either party, review of special projects work assigned. | As needed | Direction, feedback and mentoring. |
| Deputy Inspector General | 6000903 | Communication as needed by either party, review of special projects work assigned. | Daily | Direction, feedback and general supervision |

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

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?

- | | |
|--|---|
| <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:

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.

ADDITIONAL REQUIRMENTS: List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

A clear record of ethics, integrity and credibility underlies anyone's ability to perform the duties of this position. Clear understanding of the Department of Corrections policies and procedures

Possess and maintain and valid Oregon Driver's License.

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> | | |
| | | |

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