

work programs. 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.

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 purpose of this job/position is to: provide a wide range of office support, record processing and data entry in support of the three to four week intake evaluation process for the Intake Operations Manager and the Intake Counselors.

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. Enhance 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	GENERAL DUTIES
50%	R	E	<p><u>Executive Support (Essential Function):</u></p> <p>Serves as the executive management assistant to the Intake Administrator and Intake Assistant Administrator on a daily basis.</p> <p>Locates, assembles, edits, and summarizes material, information and data for administrative action.</p> <p>Receives, review, routes and follows up on mail received in the Administrator's office.</p> <p>Transcribes dictation of confidential, technical and legal information.</p> <p>Records and transcribes proceedings of meetings and conferences.</p> <p>Researches information and composes correspondence, reports, memos and other documents. Furnishes information requires for a reply to correspondence.</p> <p>Maintains calendar, schedules, and arranges appointments, interviews, meetings and conferences. Makes travel arrangements; schedules flights, rental cars, and rooms. Prepares and submits travel and expense claims.</p> <p>Maintains files of correspondence, reports, procedures, and guidelines.</p> <p>Serves as a liaison between the Intake Administrator, Managers, Intake staff and other state agencies, criminal justice agencies, and the public.</p>
40%	R	E	<p><u>Administrative (Essential Function):</u></p> <p>Compiles information used in preparation of Intake budget documents, monitors monthly expenditures against approved budgets.</p> <p>Maintains personnel records, completes monthly timesheets and distributes monthly paychecks.</p> <p>Has access to confidential information including but not limited to: confidential planning and operational records, employee grievance and disciplinary processing. Types management personnel actions and performance appraisals.</p> <p>Prepares and processes requests for purchase in AFAMIS system for the Intake Center and maintains records.</p> <p>Maintains inventory records of supplies, equipment and materials, and orders all office supplies. Maintains and orders supplies for all office machines. Resolves problems with suppliers, vendors and accounting.</p> <p>Investigates areas of operations or problems identifies and recommends to the Executive Team suggested solutions</p> <p>Participates as a committee member on the Department of Corrections, Intake and Labor/Management Team.</p>
10%	R	E	<p><u>Other Duties (Non-Essential Function):</u></p> <p>Performs related work as assigned or required.</p> <p>Coordinates Institution tours, scheduling and locating appropriate tour guides.</p>

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.

Coffee Creek Correctional Facility 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. The inmates have the potential for becoming angry, hostile, abusive, and aggressive increasing the risk to employees for physical injury, 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.

All employees are required to use a computer for electronic mail and related inmate work systems in the regular performance of their duties. Daily use of computers for extended periods of time is normal. Overtime when required, is mandatory. Some travel and use of a state car may be required including occasional in-state and out-of-state overnight travel.

This employee will be expected to share the mission, vision and core values of the Department. This position requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness. This employee 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.

All employees shall be expected to interact with co-workers, inmates and the public in a professional, respectful manner. This includes refraining from any type of behavior, action or language that could be perceived as hostile, discriminatory, intimidating, violent or abusive.

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.

Applicable State and Federal laws, rules or guidelines and Department of Corrections Administrative Rules, Policies and Procedures, including but not limited to the following:

Federal and State Court Case Laws
Executive Department Personnel/Labor Relations Rules and Procedures
Multi-state standards
Department of Corrections Rules and Procedures; ODOC Code of Ethics
Oregon Administrative Rules and Revised Statutes; Oregon Accountability Model
Coffee Creek Correctional Facility Rules and Policies
Intake Procedures
ACA Standards; Multi-state Standards
AFSCME Contract

b. How are these guidelines used?

These guidelines are used to provide limitations, directions, and operating instructions; to ensure compliance with applicable regulations and standards for equal and consistent treatment of inmates; to assist in interpreting the laws, statutes, policies and procedures and assist in applying these interpretations to specific situations.

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>			
Intake/DOC staff and Managers, Parole Board, Attorney General's Office, Public Defender's Office, elected and public officials, general public, families of inmates.	Phone, writing, electronic mail, or in person	Information sharing for department orientation, intake assessment, inmate supervision, case planning and development of individualized inmate correctional plan.	Daily or as needed
Personnel Staff	Phone/E-mail/In writing/In person	Respond to inquiries, provide information	As needed
Purchasing Staff	Phone/E-mail/In writing/In person	Respond to inquiries, provide information	As needed
Accounting Staff	Phone/Email/In writing/In Person	Respond to inquiries, provide information	As needed
Inmates	In writing/In person	Respond to inquiries, provide information	As needed
Law Enforcement Agencies	Phone/Email/In writing/ In Person	Respond to inquiries, provide information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decides what information should be forwarded to the Intake Administrator. Determines where to direct inquiry or responsibility to assure a need is adequately addressed. Decides among alternatives for report formats, purchases and schedules.

Determines what items to purchase for routine operations.

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>				
Intake Administrator	8913.006	Verbal and written Review of work, meetings	Daily, as needed	Ensure integration with intake

SECTION 9. OVERSIGHT FUNCTIONS

- 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"/> Plans 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

Requires strong verbal and written skills. Requires knowledge of Word, Excel spreadsheets, PowerPoint, AFAMIS, and DOC400/CIS. Requires strong organizational skills.

Due to minimal number of intake support staff, it is essential that individuals in this position fully comprehend the teamwork flexibility necessary to accomplish the agency's mission and daily work requirements. This position requires good judgment and professional communication skills in dealing with other agencies, the public and inmate families. A high level of organizational and multi-tasking skills is essential. It is essential the employee maintain regular and consistent attendance in order to function in and manage this job. Regular work attendance is essential for efficient and effective operation of the Intake Unit. Intake staff are, therefore, expected to manage their leave usage in keeping with DOC Rules, Policies and pertinent bargaining agreement language. Unprotected Leave Without Pay is considered outside of acceptable leave usage.

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>		
N/A		

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