



**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) and Correctional Case Management depend 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. This position is a vital part of the Correctional Case Management (CCM) by providing support to Activities staff in implementing and running the Recreation programs, clubs and events and by communicating with Correctional Counselors on significant inmate events and issues.

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".*

85%	NC	E	<p><b><u>Activities Support</u></b></p> <p>Ensures Special Activity Event Notices are signed by all parties in a timely manner. Processes as per policy. Enters inmate call-outs for the Recreation Specialists.</p> <p>Reviews, processes and responds to Inmate Communication forms using independent judgment to answer questions from inmates.</p> <p>Issues and retrieves necessary supplies to inmates. Develops creative uses of resources to meet inmate and program needs.</p> <p>Assists the Recreation Specialists and Assistant Superintendent of Correctional Rehabilitation with support tasks, including filing, faxing and photocopying as needed, calendaring, creating spreadsheets, monthly reports and completing special tasks as assigned. Works independently to ensure these tasks are performed when needed.</p>
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Maintains vigilance in security measures, and provides surveillance to ensure inmate control while using the Activities Section and therefore, assists in providing security to the institution. Maintains proper key and tool control and conducts inspection of security equipment.

Knowledgeable of complex and diverse Activities Section materials and exercises judgment regarding confidentiality of materials.

Assesses and tracks volunteer/visitor participation in social and athletic activities. Completes Law Enforcement Data System (LEDS) for security clearance.

Records Administrative Check requests and Receipts.

Attends weekly Program Review Committee (PRC) meetings and records official action through meeting minutes. Maintains agenda.

Attends monthly President's meeting and keeps minutes.

Contacts outside agencies, vendors, Recreation Staff, visitors and volunteers to ensure Activities events are organized appropriately.

Completes ordering of general office supplies for inmates and Activities Staff, athletic equipment and food/beverages for club Banquets. May be Small Purchase Order Transaction System (SPOTS) certified and familiar with price agreements, purchasing procedures and budget information.

Completes and reconciles Activities Staff timesheets; tracking Family Medical Leave Act (FMLA), Sick Leave, Vacation Time, Modified Duty, Leave Without Pay and Savings Association Insurance Fund (SAIF) Claims. Tracks monthly overtime usage and sends monthly report to supervisor.

Processes Inmate 'Requests for Withdrawal of Funds' (CD-28) forms. Must be knowledgeable of inmate and club funds.

Completes monthly Activities Report.

5%

NC

E

Provides coverage for the Library Coordinator during that person's absences. Operates the legal and general library, maintaining control and security of up to 60 inmates twice a day.

5%

NC

E

**Correctional Rehabilitation Support**

Provides back-up services to sections within the Correctional Rehabilitation section as needed, including LEDS checks, completing letters and reports for the Counseling Section, photocopying documents and assisting with diverse tasks. May work independently to schedule call-outs for all Correctional Rehabilitation staff, Parole Board psychologists, and other duties. Assists with social security replacement card reordering for all inmates,

Performs Notarial Services for inmates.

5%

NC

E

Additional diverse duties may be assigned as needed.

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#### SECTION 4. WORKING CONDITIONS

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**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

This position is located inside a maximum security adult male correctional institution and employee may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. On a daily basis, inherent custodial duties include control of institution keys by maintaining proper custody, use and reporting discrepancies; enforcing department and institution directives for safe and secure operations/security. Employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment and contraband, and to document unusual incidents. This person is subject to recall to the institution in the event of an emergency and is to maintain preparedness for emergencies by reading and following the Emergency Response Plan Manual. Maintains professional demeanor, code of ethics, and good communication to create a safe work environment. The employee in this position works in an office environment where conversations and paperwork are generated of a sensitive nature on a daily basis and must possess the ability to keep this information confidential.

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#### SECTION 5. GUIDELINES

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**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Oregon Department of Corrections Rules & Procedures  
Oregon State Penitentiary Procedures  
Software Manual  
Law Enforcement Data system manual

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

The Rules and Procedures govern the operation of the Oregon State Penitentiary. These are used daily in dealing with staff, visitors (both officials and general public) and in telephone conversations.

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#### SECTION 6. WORK CONTACTS

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**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?
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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".

Correctional Rehab. Staff	Person/Phone	Tasks	Daily
OSP Staff	Person/Phone	Inquiries	Daily
DOC Staff	Person/Phone	Varies	Daily
Other Inst. Personnel	Person/Phone	Information Exchange	As needed
Agency Staff	Person/Phone	Coordinate Information	As needed
Inmates	Person/Phone/Mail	Operational	Daily
Contract Staff	Person/Mail	Information Exchange	As needed
Community Stakeholders	Person/Phone/Mail	Varies	As needed
Vendors	Person/Phone/Mail	Varies	As needed
Volunteers	Person/Phone/Mail	Varies	As needed
Inmate Family Members	Person/Phone/Mail	Varies	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Assist in decision-making by recommending compliance with all applicable directives. Assist in decision making of inmates assigned to the Recreation Department. Makes recommendations regarding inmate job assignment based on established procedures.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Assistant Superintendent of Correctional Rehabilitation	7113001	Through personal observations and communications with other facility staff and collateral agency personnel.	Performance is reviewed on an ongoing basis and at least annually.	Performance is reviewed to determine program efficiency and effective compliance with position description and work plan, to communicate areas of strengths and weaknesses and set future goals and objectives.
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## 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:

Employee must possess ability to follow specific guidelines, use appropriate judgment in solving routine problems arising in the course of completion of assigned tasks. Must be able to work effectively under pressure of deadlines, disruptive conditions, and changing priorities. Requires good organizational and communications skills. Must be able to deal with subject matters that may contain descriptive, obscene, and violent portrayals. Must be able to carry files, climb stairs, and do considerable walking even in inclement weather. Must be able to work in a production environment which requires doing many repetitive projects.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

Keyboarding; proficiency with word processing, Microsoft Word, and spreadsheet software; composing general correspondence; and proofreading and editing documents for spelling, grammar, punctuation, and format, LEDS certification, skills to track documents.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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*Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

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**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