



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/10/14

Agency: Oregon Department of Corrections

Facility: Coffee Creek Correctional Facility

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>Test Coordinator</u>	b. Classification No: <u>C6298</u>
c. Effective Date: _____	d. Position No: <u>9101010</u>
e. Working Title: <u>Assessment Coordinator</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Intake</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: _____
k. Work Location (City – County): <u>Wilsonville, Washington</u>	
l. Supervisor Name (Optional): <u>Josh Highberger</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" 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	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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.

This position is in the Department of Corrections, which confines approximately 14,600 inmates in 14 prisons. The Offender Management and Rehabilitation (OMR) Division staffing includes 198 funded positions as well as contracting with approximately 250 individuals and over 2500 community volunteers. The biennial budget exceeds \$68 million, which includes general fund, other funds and federal funds. The OMR division encompasses 11 units, which as combined, oversee an inmate's correctional plan starting from the time an offender's judgment is ordered to their release into the community. This division provides a continuum of evidence-based program interventions as well as other opportunities and tools to inmates to enhance their transition to Community Corrections partners. This position supports the Assistant Director, Chief Administrator and the unit Administrators of the OMR Division. The Assistant Director, Chief Administrator and OMR Division Administrators direct the following functions for the Department: institution programs, treatment, and offender management services policies and operation; alcohol and drug treatment; cognitive restructuring; education; intake & assessment; classification and transfer, transition and release; offender information & sentence computation; inmate services; religious services; 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.

This position exists within the Intake Unit, which is part of the Offender Management & Rehabilitation Division of the ODOC.

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:

Administer a comprehensive admission orientation and coordinate the intake and assessment activities of male and female inmates. These activities result in the collection of specific offender information used by multiple sections who benefit from the information gathered. Intake counselors also use this information to create an individualized correctional plan for each inmate. This plan will include custody classification and criminogenic risk assessment factors that need to be addressed prior to the inmate's release from prison or before being placed on post-prison supervision.

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.

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
50%	R	E	Coordinate intake and assessment activities of male and female inmates who arrive daily from county jails, out-of-state facilities, and other Oregon correctional facilities. Administer and monitor basic math and reading assessments (CASAS) and the Personality Assessment Inventory (PAI) a mental health evaluation. Enforce assessment guidelines and return of testing material and supplies; collect data for substance abuse (Alcohol & Drug) history, Inmate Information Survey (IIS) education and employment history, emergency contacts, and other informational questionnaires. This data is collected in group and individual settings, not excluding high-risk inmates who must be assessed one-on-one at their individual cells.
20%	R	E	Conduct daily admission orientation; explain inmate responsibilities, directives, programming and custodial issues, etc. Answer questions or address rumors, regarding DOC rules, incentives for positive effect on program eligibility. Identify inmates who may be unable to participate in the standard intake process due to language, behavior, or mental health issues, and then decide how to appropriately attain necessary information for assessment. Reinforce the necessity of participating in the intake process and following regulations and procedures pertaining to expected inmate behavior and conduct while incarcerated in a DOC facility.
15%	R	E	Conduct individual interviews; administer a comprehensive English skills evaluation (BEST Plus). Collect additional information for the educational and learning needs of special-needs individuals, including inmates who are blind or vision impaired, have mental health issues, safety or disciplinary concerns, or who have low level English language skills or who may not be able to read at all; forward results to appropriate department staff.
10%	R	E	Scan, score, and track assessment results and store in database files for ease in retrieval when needed by intake or other appropriate personnel. Print reports and distribute other vital information needed by intake counselors, mental health specialists, health services, and Workforce Development (WFD) and Education Department. Input ESL scores into the computer database from BEST Plus evaluations for use by WFD for their inmate program developmental needs. Prepare correspondence, distribute to and/or inform appropriate departments when an inmate refuses or is unable to complete required assessment paperwork.
5%	R	E	Create callouts for inmates to attend intake orientation, assessment classes, or individual interviews. Sessions are scheduled on a timely basis to meet the needs of other areas and departments

within ODOC, including counselors, mental health specialists, security, health services, WFD, and Behavioral Health Services (BHS).

Process and screen all completed reports and assessments for accuracy and assure that inmates receive additional evaluations with specialists and/or providers, as needed or necessary for completion of the intake process.

Collect information regarding Native American inmates and notify tribal headquarters of inmate's incarceration, if desired by inmate. Prepare paperwork for consular notification of foreign nationals. Respond to inmate communications for general information of specific requests.

Assist with maintaining software used in the assessment process. Initiate revisions to documents used in assessment. Inventory materials and supplies used in assessment groups; monitor usage and arrange for ordering in a timely manner.

Travel as necessary to other institutions to collect intake assessment data from high-risk inmates who bypass the intake process at CCIC.

Supervise and direct intake orderlies in the cleaning of the classrooms and/or office areas.

Other duties as assigned.

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.

Department of Corrections Rules and Procedures
 Oregon Administrative Rules and Revised Statutes
 OCIC Procedures
 Federal and State Court Case Laws
 Executive Department Personnel/Labor Relations Rules and Procedures
 Laws and Rules pertaining to mental health and the Department of Education
 AFSCME Contract

- b. How are these guidelines used?

These documents constitute the legal responsibilities and activities that must be followed in order to function within the program and the institution. Also, guidelines are used as reference sources and provide guidance, direction, and limitations in managing day-to-day institution operations and programs.

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>			
Department staff in all divisions Institution staff Other state and local agencies	Phone, in writing, electronic email or in person	Information sharing for department orientation, intake assessment, inmate supervision, case planning and development of individualized inmate correctional plan.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Assessments and evaluations made by this person directly impact the accuracy of the inmate's individualized correctional plan. Information provided at intake orientation provides a foundation for positive-thinking, accurate assessments and evaluations provide the necessary components for intake counselor case planning; positive role modeling helps set the tone future inmate behavior. Using good judgment in individual, large and small group settings and making appropriate decisions regarding safety and security provide a safe living environment for inmates while providing a safe environment for working staff and visiting public.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Intake Administrator	8913.006	Verbal and written	Daily, as needed	Work review for accuracy and timelines, and compliance with applicable rules and procedures.

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:

Due to the minimal number of intake assessment 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 individual must also be aware of security and safety concerns since intake assessment staff are one of the first individuals to have contact with new and/or returning offenders and little, if anything, is known of his/her mental, physical or emotional condition.

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
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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".

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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