STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/28/14

This position is:
- ☒ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Community Corrections Division

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Executive Support Specialist 2	**b.**Classification No:	C0119
c. Effective Date:	07/01/1995	**d.**Position No:	9500358
e. Working Title:	Management Assistant	**f.**Agency No:	29100
g. Section Title:	Community Corrections Division	**h.**Budget Auth No:	000625770
i. Employee Name:		**j.**Repr. Code:	AAON
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name:	Jeremiah Stromberg		

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

The Department of Corrections is a key component of Oregon's Public Safety Program. The department provides for the incarceration of violent offenders and career property criminals. The department operates programs through 14 institutions located throughout the state and is expanding to keep pace with the growing need for various correctional facilities.

The state office for Community Corrections provides funding for the management and supervision of over 30,000 felony offenders sentenced to probation, parole, or post prison supervision, and offenders sentenced to 12 months or less of incarceration. Community Corrections Adminstration is responsible for managing the grants to the counties for community corrections activities, the interstate transfer of offenders, and jail inspections. The division has the statutory responsibility to evaluate community corrections policies, to annually review the 36 counties' compliance with the intergovernmental agreement, and to offer technical assistance, when needed, to gain compliance. The office is active in victim's services, including the development of a statewide victim notification system with the Department of Justice.

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 position provides critical administrative, confidential and/or clerical services in direct support of the Assistant Director of the Community Corrections Division and staff. In addition, this position offers support and training to Douglas and Linn County, which are supervised by the state.

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 it's 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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
20%	NC	E	**ADMINISTRATIVE DUTIES** Actively participates as part of the Community Corrections Team. • Schedules, coordinates agendas and attends regular managers' meetings; completes projects and assignments received and presents findings to the team and assistant director. Tracks assignments given to other managers. Records and distributes meeting minutes. Assists in developing and implementing program policies and procedures. Helps resolve program problems and discuss program goals and objectives. • Performs research activities and assembles data for assistant director from a variety of sources to provide information and special reports required by the Policy Group, Legislature, Governor's Office and the Department of Administrative Services. During Legislative Session, works with legislative staff to coordinate meetings with the assistant director. Assists with division's bill tracking and updates managers/staff on status of bills, as necessary. • Committee assignments include preparing agendas, recording, transcribing and distributing proceedings of meetings for Alternative Incarceration Committee, Transition Advisory Committee, Automation, etc. Make arrangements for meetings and special conferences or trainings arranges related travel and submits travel expense claims. • Maintains the division's web pages. Participates as a member of the department's web team.
75%	NC	E	SECRETARIAL/OFFICE MANAGEMENT SUPPORT: Provides confidential executive/management assistance. • Processes confidential information related to personnel actions and collective bargaining such as drafting letters, copying, distributing, receiving bargaining proposals and counter proposals with budgetary impact. Performs analysis of impact on proposals on department. • Operates personal computer with various software in the preparation of correspondence, memos, charts, graphs and tables. Composes and types replies to correspondence for the assistant director reports and prepares briefing

documents for meetings. Copies, scans and faxes material/responses as appropriate and necessary.

- Independently researches, locates, assembles, edits and summarizes material, information and data for administrative action.
- Maintains assistant director's and administrator's calendar and advises supervisors of commitments; makes arrangements for meetings and special conferences; arranges travel itinerary and accommodations.
- Performs a variety of liaison activities on behalf of the assistant director and administrator with department managers/staff and outside agencies. Receives scheduling requests and arranges meetings/time/location with other department assistant directors, managers/staff and others, including legislators, governor's Office, Department of Administrative Services, and the Attorney General's Office. Arranges interview schedules for employment applicants.
- Maintains a central filing system for the division of general files, resource files, library, and division copies of department policies and administrative rules. Establish and maintain county community corrections files, reports and similar material requiring retrieval.
- Maintains written control of materials received, routed, assigned or disposed of in the agency.
- Maintains personnel/timesheet records for staff supervised by assistant director. Prepares timesheets for signature and distribution.
- Creates, processes, distributes and files confidential and other personnel related documents including position descriptions, hiring, performance appraisals, grievances, disciplinary documents, etc. Maintains local personnel files for central office staff.
- Orders and maintains supply items necessary to running the Community Corrections and Interstate Compact office, equipment maintenance, repair, and services. Purchase and installation of new equipment at the request of the assistant director and/or staff. Enters and receives purchase requests in AFAMIS.
- Assembles, processes and distributes print orders and manuals.
- Completes special projects/assignments for the assistant director and administrator. Completes project/assignments for other staff on the Community Corrections team.
- Receives and screens telephone calls and visitors, answers questions, provides information, resolves problems, responds to complaints, or routes caller/visitor to appropriate official for action. Opens mail, scans or reads, determines appropriate distribution.
- Makes travel arrangements and accommodations for division staff and prepares documentation for travel and

			expense reimbursement. • Coordinator for Community Corrections training events. • Reviews incoming mail for content and appropriate action, and either responds to and handles personally or routes to appropriate staff person for action. Maintains pending file to assure prompt response. Routes information material to staff to assure they are kept informed on pertinent issues. • Updates the Community Corrections distribution lists, directory, general information pages and other documents, as needed. • Maintains the division vehicles and checkout system. • Assists and liaison to the 36 Community Correction Counties. • Maintains Distribution Lists pertaining to Community Corrections. • Supports the Jail Inspectors and the jail inspection process and file system.
5	NC	E	OTHER DUTIES/FUNCTIONS • Provides assistance to other division administrators, as needed. • 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.

Office environment requires confidentiality, tact and sensitivity. Occasional travel and overtime to meet deadlines may be required. Work on a computer for extended periods of time. Daily contact with inmates on work assignments within the building.

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 rules and policies; DAS administrative rules and policies; Oregon Revised Statutes; computer equipment/software manuals, etc.

b. How are these guidelines used?

As reference documents to ensure procedures are correct and/or as source documents for research and data gathering.

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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Director, Deputy Director, Assistant Directors, functional unit managers and staff	Telephone, in writing and in person	Schedule meetings and/or provide information	Daily
Other state employees	Telephone, in writing and in person	Receive/respond to inquiries	Daily
Other states' corrections agencies and staff	Telephone and in writing	Receive/respond to inquiries	Frequently
Governor's executive staff	Telephone and in writing	Schedule meetings and/or relay information	Frequently
Judges	Telephone and in writing	Schedule meetings and/or relay information	Frequently
Local Public Safety Coordinating Councils	Telephone and in writing	Schedule meetings and/or relay information	Occasionally
District Attorneys	Telephone	Schedule meetings and/or relay information	Frequently
Law enforcement	Telephone and in writing	Receive/respond to inquiries	Frequently
County Community Corrections Officials and staff	Telephone, in writing and in person	Schedule meetings and/or relay information	Frequently
County Commissioners	Telephone and in writing	Schedule meetings and/or relay information	Frequently
Criminal Justice Agencies	Telephone and in writing	Schedule meetings and/or relay information	Frequently
Legislators and their staff	Telephone and in writing	Schedule meetings and/or relay information	Occasionally
Offenders and their families	Telephone, in writing and in person	Receive/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 labor relations issues. Prioritize and schedule personal workload to assure timely response to department and individual project needs, providing complete and accurate information, reports or materials needed to carry out the mission of the department. This position must work with a high degree of independence under general direction of the assistant director. 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 assistant director and the administration of the division 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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Principal Executive Manager H	8700502	Discussion and review of documents	Daily	Brief on ongoing projects/issues

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?

- ☐ Plan 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 REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The incumbent in this position has access to personnel-related information of a confidential nature and must possess good organizational, computer, and oral/written communication skills.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

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

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 _____