



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/28/14

Agency: Oregon Department of Corrections

Facility: Offender Management & Rehabilitation

[] New [X] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist 2
b. Classification No: C0119
c. Effective Date: 07/01/1991
d. Position No: 5000605
e. Working Title: Management Assistant
f. Agency No: 29100
g. Section Title: Offender Mgmt & Rehab Division
h. Budget Auth No: 000092060
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City - County): Salem - Marion
l. Supervisor Name: Kim Brockamp
m. Position: [] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [X] 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 Offender Management and Rehabilitation Division is responsible for carrying out the Department of Corrections' mission to reduce the risk of future criminal conduct in those offenders incarcerated in prison. The Division impacts 14,200 inmates in state prisons. This division includes the operation of intake, correctional case management, population management, inmate work programs, inmate services including visiting, inmate mail and legal libraries, religious services, sentence computation, offender records, victim services, and institution programs such as: workforce development, education, cognitive programs, and addictions treatment programs.

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:

This position provides direct support to the Assistant Director of the division, Administrator, and other staff. Duties are administrative and secretarial in nature and ensure the smooth functioning of the unit.

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
25%	NC	E	<p>ADMINISTRATIVE DUTIES Actively participates as part of the program management team.</p> <ul style="list-style-type: none"> • 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, deputy director and director. Assists with division's bill tracking and updates managers/staff on status of bills, as necessary. • Provides oversight for the division's web pages. Participates as a member of the department's web team. • Committee assignments, as needed (i.e., HR Checklists, Salem Space Allocation, U-Drive Folders, Forms, Awards, etc.).
65%	NC	E	<p>SECRETARIAL/OFFICE MANAGEMENT SUPPORT: Provides confidential executive/management assistance.</p> <ul style="list-style-type: none"> • 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. May type position papers and 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. • Maintains assistant director's calendar and advises supervisor of commitments; makes arrangements for meetings and special conferences; arranges travel itinerary and accommodations.

- Independently researches, locates, assembles, edits and summarizes material, information and data for administrative action.
- Performs a variety of liaison activities on behalf of the assistant director 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 correspondence, documents, reports, instruction and similar material requiring rapid retrieval. Maintains personnel/timesheet records for staff supervised by assistant director. Prepares timesheets for signature and distribution.
- Monitors monthly and quarterly expenditure reports to assure the expenditures are within budget allowance; may assist in the preparation of the biennial budget by providing information (e.g. projected salary and wages, services and supplies, travel).
- Maintains written control of materials received, routed, assigned or disposed of in the agency.
- Completes special projects/assignments for the assistant director. Assists with interviewing potential employees.
- Coordinates with Fiscal Services the tracking of contracts and amendments as they come to the assistant director and/or director for signature. Maintains tracking system for grievance responses.
- 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 travel expense sheets.
- Monitors levels of office supplies and submits orders to replenish stock as needed, enters/receives purchase requests in AFAMIS.

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NC

E

OTHER DUTIES/FUNCTIONS

- Coordinates, on behalf of the division and potentially department-wide, blood drives, statewide charitable contribution campaigns, the Governor's Food Drive and saving bond promotion.
- 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.

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?
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

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
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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".

Principal Executive Manager H	0519000	Discussion and review of documents	Daily	Brief on ongoing projects/issues
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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:

The incumbent in this position has access to personnel-related information of a confidential nature and must possess good organizational, Microsoft Office Suite 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
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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