STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 5, 2014

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

Agency: Oregon Department of Corrections

Facility: Dome Building

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Office Specialist II	**b.**Classification No:	C0104
c. Effective Date:	07/01/2011	**d.**Position No:	1100004
e. Working Title:	Reentry Support Specialist	**f.**Agency No:	29100
g. Section Title:	Transition and Reentry Admin	**h.**Budget Auth No:	001122650
i. Employee Name:	Vacant	**j.**Repr. Code:	AFSCME

k. Work Location (City – County): Dome Building (Salem - Marion)

l. Supervisor Name (Optional): Cindy Booth

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 is 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 2,500 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 the 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 and OMR Division Administrators direct the following functions for the Department: institution programs, treatment, and offender management services policies and operations; alcohol & drug treatment; cognitive restructuring; education; inmate intake & assessment; classification and transfer; transition and reentry; 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. 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 to 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:

The person in this position will provide staff support to the Transition and Reentry Unit including the Governor's Reentry Council, its subcommittees, work groups and implementation teams or other groups convened to carry out the work of the Council. This person in this position is part of a team responsible for the effective transition of incarcerated persons from prison to the community and will assist staff in promoting the Oregon Accountability Model, CORE and CCM by ensuring effective, timely and accurate communication with internal and external, staff, partner agencies and stakeholders.

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 employees /volunteer/contract/intern workers. All forms of sexual abuse and sexual harassment for all 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".			
35%	N	E	Serves as assistant to the Transition and Reentry Administrator on a daily basis and serves as liaison for Unit staff. Provides clerical and other staff support for the Transition and Reentry Unit. Duties include meeting minutes, work group and subcommittee charters, data entry, filing, and answering phones. Arranging meeting space and accommodations, travel arrangements, etc. Assists unit staff with support tasks, including faxing, scanning and photocopying as needed. Maintains calendars and schedules. Creates spreadsheets and completes special tasks as assigned. Works independently to ensure these tasks are performed when needed.
35%	N	E	Locates, assembles, edits, and summarizes material, information and data for administrative and Reentry Council action. Receives, reviews, routes, and follows up on mail received in the Administrator's office. Records and transcribes proceedings of meetings and conferences. Transcribes confidential, technical and legal information.
25%	N	E	Resolves problems with suppliers, vendors, and accounting. Investigates areas of operations, identifies problems or concerns, and develops recommendations with suggested solutions for the Unit Administrator.

5%	R	E	Performs related work as assigned or required.

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.

Will be expected to share the mission, vision and core values of the department and division; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; 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.

Office environment requires confidentiality, tact and sensitivity. Regular travel with occasional travel to other parts of the state. Working at a personal computer for extended periods of time required. Required to work overtime on occasion to meet a deadlines or to support efforts of the unit and/or Council. Occasional lifting of file or other equipment weighing 10-15 pounds may be required. The position will have direct inmate contact. Regular and consistent attendance is an essential function of this position.

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, Procedures, Policies, Directives, and Letter of Agreements.
Office protocols and desk manuals.
Executive Orders
Labor Agreements
Parole Board Rules
Oregon Revised Statutes (ORS)
Federal Regulations

b. How are these guidelines used?

All of these are used as a guideline to meet the mission of the Oregon Department of Corrections and provide the scope of authority to the employee. DOC Administrative Rules and Policies clarify and implement statutes signed into law. Labor Agreements provide working agreements between management and represented employees related to working conditions, pay, and other areas of concern. To assist in identifying issues with plans and have awareness of possible issues that may arise for Unit staff, Managers and Administrators.

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".			
Other Department Staff	E-Mail/Telephone/In Person	Rules/Policy/Information	Daily
Other agency staff	E-Mail/Telephone/In Person	Provide information, respond to requests for assistance, scheduling meetings, etc.	Daily
General Public	E-Mail/Telephone/In Person	Provide information, respond to requests for assistance, etc.	Daily
County Community Corrections	E-Mail/Telephone/In Person	Provide information, respond to requests for assistance, seek assistance, etc.	Daily
Legislators and Elected Officials	E-Mail/Telephone/In Person	Provide information, respond to requests for assistance, etc.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Prioritize work within established guidelines – to meet deadlines.
Determine work methods – to achieve work methods.
Distribution and filing of documents – for quick retrieval of information.
Response to unexpected emergencies.
Track assignments to ensure efficiency.
Manage Governor's Reentry Council website providing accurate and timely information access for internal and external partners.

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".				
Principle Executive Manager F	8700137	In Person/Telephone/E-Mail	Daily	Planning, Accuracy, Standards, and Compliance

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? None

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring

- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ 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:

Working with high-level state, local and federal staff, legislators, elected and other government officials.
Effectively managing of time and process controls.
Occasional out-of-town travel for meetings, etc.
Operates video display terminal and personal computer.
Must be proficient in record keeping.
Must be able to concentrate on several tasks simultaneously, pay attention to detail, and be able to adjust quickly to immediate reassignments.

This position will require the incumbent to be proficient in the use of the AS400 and program contained in Microsoft Office, as well as hardware and support accessories.

This position is subject to call back in the event of an emergency and is subject to assignment in any position in the event of an emergency.

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".*

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		