



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
3/27/14

Agency: Department of Corrections

Division: Eastern Oregon Correctional Institution

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: Executive Support Specialist 1      b. Classification No: C0118  
 c. Effective Date: 07/01/1991      d. Position No: 8900104  
 e. Working Title: Management Assistant      f. Agency No: 29100  
 g. Section Title: General Services      h. Budget Authorization No: 000092870  
 i. Employee Name:      j. Representation Code: AAON  
 k. Work Location (City-County): Pendleton, Umatilla  
 l. Supervisor Name (optional): Richard McGraw, Asst. Supt. of General Services

m. Position:  Permanent       Seasonal       Limited duration       Academic Year  
 Full Time       Part Time       Intermittent       Job Share

n. FLSA:  Exempt      If Exempt:  Executive      o. Eligible for Overtime:  Yes  
 Non-Exempt       Professional       No  
 Administrative

SECTION 2. PROGRAM AND POSITION INFORMATION

Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The mission of the Oregon Department of Corrections is to provide public safety by holding offenders accountable for their actions, and reducing the risk of future criminal behavior. The primary purpose of an institution is to protect the public by providing confinement as authorized by statute and as ordered by the courts. In addition to confinement, essential daily living needs are provided, including food, clothing, housing and health. Self-improvement opportunities are also available in the form of education, leisure-time activities, meaningful work assignments, and participation in special need programs.

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 much 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.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult male felons meeting medium-security classification requirements and is the third largest correctional facility in the state of Oregon. The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. The fundamental value in the prison continuum is the principle that the least restrictive method be used to manage inmate behavior, consistent with public safety.

The daily provision of essential food, medical treatment, clothing, safe living environment, and full time meaningful work must be maintained by the institution. Self-improvement and rehabilitative opportunities for the inmates are provided through academic/vocational education, treatment services, cognitive restructuring skill programs, community-based liaison activities, and leisure time activities.

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:

Provide sole, confidential and independent administrative support to the Assistant Superintendent-General Services in providing effective management and supervision of Physical Plant, Food Services, Inmate Work Programs, Safety and inmate activities. This position's mission is to ensure that the Assistant Superintendent's office is run in an orderly manner.

### SECTION 3. DESCRIPTION OF DUTIES

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) functions.

% of time	N/R/NC	E/NE	DUTIES
45%	NC	E	Coordinate staffing availability, set-up meetings and transcribe minutes. Transcribe minutes at bi-weekly Inmate Activities Meeting and monthly safety meeting, prepare Superintendent or Assistant Superintendent responses for approval/denial of inmate activity proposals and track approved activities in institution calendar of events. Create and maintain database records in Excel for monthly inmate activities (movies, enhanced meals, concerts, special events), approve/deny inmate money withdrawal requests, notify inmates of non-sufficient funds, provide spreadsheet to Recreation and Food Service staff for totals of food and drinks for purchase and inmate call-outs; provide final cost figures for DOC Accounting Journal Entries for accounting of funds, expenditures and reimbursement between cost centers. Ask Central Trust for qualifying inmate refunds.

15%	NC	E	Provide back-up coverage for other ESS1's & ESS2's in the Institution during absences. Coordinate the yearly Merit Rating Evaluation program for general services staff. Track employee's post assignment and send evaluations to mid-level supervisors for evaluation of employee. Evaluations are sent out via email. Evaluations are monitored for timely completion.
15%	NC	E	Open, process, answer, or refer all incoming mail; and file/track all completed and outgoing mail. Track General Services managers absence on Assistant Superintendent's calendar.
5%	NC	E	Prepare all personnel forms for obtaining and final coding applicant list, interview paperwork for applicants and panel members, hire letters, internal notifications and run criminal history backgrounds on all new employees with correct position numbers, personal information, and wage/contract information. Run criminal history backgrounds on staff for yearly performance evaluations and on all visitors and contractors entering the institution being escorted by General Services staff, and provide internal notifications.
5%	NC	E	Receive and schedule weekly informal inmate disciplinary hearings on a rotational basis for 6 managers, identify and record inmate programming/work for the hearing day, identify confiscated property for security hearings officer retrieval and final disposition, prepare Sanction Forms for each inmate hearing, notify inmates of hearing date/time, send out weekly results of informal hearings, and provide a detailed monthly report for the Superintendent of all informal hearings held for each month.
5%	NC	E	Investigate and prepare responses for Assistant Superintendent, Superintendent, and Director's signature to inmate communications, public inquiries, discrimination complaints, tort claims and grievances.
5%	NC	E	Enter and update personnel position changes (hires, promotions, work out of class, separations) in Access database for 350 + employees.
2%	NC	E	Assigned support duties from Asst. Supt. of General Services in regards to <u>Safety</u> .

1%	NC	E	Track purchase orders and monitor expenditures from Physical Plant, Food Services and other fund cost centers.
1%	NC	E	Record, monitor and ensure proper leave usage is coded on timesheets for 4 managers, track absences on supervisor's calendar, and notify Superintendent's office of pre-planned absences.
1%	NC	E	Locate, track and disposition annual property inventory control and expendable supplies. Order office supplies.

#### 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.

The incumbent will be expected to share the mission, vision, and core values of the department; the 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; the incumbent 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 is located within the secure area of a medium security penal institution. Threat of physical abuse, assault, riot, and other risks inherent in prison environment are present. Interaction with inmates is on a daily basis. Operation of video word processing equipment at least six hours a day. The employee is responsible for following and enforcing all established security procedures at all times.

#### 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.

Position requires use of Oregon Corrections Department Rules and Procedures and EOC1 Procedures. Must attend required Department of Corrections training and use information received in training in the day-to-day activities of position.

- b. How are these guidelines used?

Serves as a reference resource and provides necessary knowledge needed to work in a Correctional Institution.

#### 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?
EOCI Administrators & Program Managers	person/phone	Behalf of Assistant Superintendent-G/S	Daily
Corrections Department Administrators	person/phone	Behalf of Assistant Superintendent-G/S	As Needed
Other Corrections Institutions	person/phone	Behalf of Assistant Superintendent-G/S	As Needed
General Public	person/phone/ written	Behalf of Assistant Superintendent-G/S	As Needed

### SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions made from this position are a direct reflection of the Assistant Superintendent-G/S and his policies, directions, opinions, and the administration of the institution.

### SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Asst Supv-Gen Serv	6000627	Informal conference	As Needed	accuracy, timeliness, quality and conformance to State laws

### SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? none

How many employees are supervised through a subordinate supervisor? none

b. Which of the following activities does this position do?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Plan work    | <input checked="" 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 REQUIRMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Skill and knowledge in operating computers and ability to use various program software, i.e., Microsoft Word, Excel, Access, DOC 400, Outlook; LEDS certified.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
----------------	------------------------------	-----------

**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

*Handwritten Signature*  
Supervisor Signature

*11-13-14*  
Date

Appointing Authority Signature

Date