



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/20/14

Agency: Oregon Department of Corrections

Facility: Office of Population Management

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>Exec. Support Specialist 1</u>	b. Classification No: <u>C0118</u>
c. Effective Date: _____	d. Position No: <u>1100001</u>
e. Working Title: <u>Pop. Management Assistant</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Office of Pop. Management</u>	h. Budget Auth No: <u>001116670</u>
i. Employee Name: _____	j. Repr. Code: <u>AAON</u>
k. Work Location (City – County): <u>Salem - Marion</u>	
l. Supervisor Name (Optional): <u>Jamie Breyman, Office of Population Management Administrator</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	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.

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 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, Chief Administrator 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 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 Office of Population Management, which is part of the Offender Management & Rehabilitation Division of the ODOC.

The Office of Population Management, which is a unit of the OMR Division, has administrative responsibility for a variety of systems including overall planning and management of inmate capacity requirements for approximately 14,600 inmates housed in 14 different prisons. The scope of the Office includes the management of capacity and resource management; inmate classification and assignment systems; administrative review of earned time / prison term modification and classification actions; high risk inmate assignment and management; management of the Interstate Corrections Compact program; Liaison with the Oregon Youth Authority (OYA) and Oregon State Hospital (OSH) to provide services to Department of Corrections inmates in OYA and OSH physical custody; preparation of sex offender risk assessments for the Board of Parole and Post Prison Supervision; treatment assignment screening; and the development / management of non-department contract beds for inmates.

These systems are necessary management tools to hold offenders accountable; promote public safety, education and information; manage system capacities and provide an opportunity for inmates to reduce their risk of future criminal behavior within the resource limits of the Department, consistent with the Oregon Accountability Model.

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:

The primary purpose of this position is to provide a wide range of confidential administrative support to the Office of Population Management.

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.

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.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

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
40%		E	<p>Support Receives and independently prepares all Intensive Management Unit (IMU) and Administrative Housing packets for the Special Population Management (SPM) Committee; review received packets for completeness; work with institutions is assisting them if their packets are incomplete when received. Takes minutes at SPM meetings, research additional information regarding placement and advises committee members on prior recommendations. Distribute completed SPM minutes to institution stakeholders. Field questions regarding SPM recommendations and requests and tracks additional information need for placement. Ensures that the packets have been updated and IMU Level 5 Designators are entered into the Correctional Information System.</p> <p>Assist the High Risk Placement Manager and Population Management Administrator in developing policy and procedures for the SPM committee, IMU placements, and Administrative housing procedures.</p>

Maintains efficient record keeping and document filing systems, modifies or revises the system as necessary. Prepares documents for file. Researches documents as required for project efficiency. Retrieves imaged documents and provides a hard copy when requested.

Prepares documents for archiving. Destroys documents satisfying retention periods and maintains destruction logs.

35%

E Administrative

Work independently to coordinate, gather and compile information to compose inmate correspondence, reports, memos, newsletters and other documents related to office projects. Exercises independent judgment and knowledge of office projects and requirements. Distributes documents and information to a variety of interested parties and stakeholders. Prepares and photo copies documents needed for presentations.

Receives incoming telephone calls and office visitors. Screens calls, answers inquires and complaints, and make referrals to staff members when appropriate. Conduct research and provide briefing to assist with response to inquiries. Tracks responses for timeliness.

Read, sort, respond to and distribute incoming mail. Assists Population Management Administrator in compiling and processing personnel and payroll records for office members; schedules conference rooms; assists staff with office equipment project resolution; maintains familiarity and assists with current building phone service.

Monitors office expenses through the Automated Financial Accounting Management Information System (AFAMIS) and internal systems. Enter into AFAMIS when needed. Maintain and track requests for delivery of product, vendor payments, closure of requests, and expenditure tracking. Works with accounting and purchasing units to most efficiently complete business functions. Order and maintain professional journals and reference manuals. Inventory office supplies and submit replenishment orders through Office Max. Maintain sufficient supplies on hand for program and project units. Reconcile orders for completeness and troubleshoot any damage or reordering issues.

Performs errands transporting documents between DOC offices and other state agencies. Delivers state vehicles to the motor pool for services.

20%

E Confidential Support

Serve as the confidential Management Support to the Population Management Administrator by preparing letters, memos, miscellaneous reports etc. Maintains calendar, schedules and arranges appointments, interviews, meetings and conferences.

Assists the Population Management Administrator in the development of office and department procedures.

Schedule meetings between representatives, institution staff, and other constituents. Prepare agendas, attend meetings, take and finalize minutes for distribution.

Arrange travel itineraries and accommodations, prepare out-of-state travel authorizations, and travel expense detail sheets using the most cost-effective methods possible.

5%

N/E

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.

Performs work in an office environment; requires the use of a computer for e-mail, word processing, and data entry; requires daily inmate contact; may work under pressure of deadlines, balance conflicting workload demands; must be conscious of and maintain a safe and sanitary work environment; requires bringing safety issues to the attention of supervisor/co-workers immediately; requires lifting up to 25 pounds; and may require occasional in-state travel to field offices and institutions. Must have a valid driver's license or acceptable alternate means of transportation.

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.

Oregon Statutes and Administrative Rules
Department of Corrections Rules & Procedures
Department of Administrative Services Personnel Rules

b. How are these guidelines used?

As a reference

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>			
General Public	Phone/ Person/ Mail	Information	Daily
DOC Agency Staff	Phone/ Person/ Mail	Information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position requires the use of independent judgment to make decisions related to the dissemination of information to staff and the general public. Decisions made by this position are a direct reflection on the Population Management Administrator and his/her policies, directions, opinions and management of the office.

Errors in judgment could have serious consequences for short and long range goal achievement and planning, efficiency and Unit success. The incumbent must understand requirements for confidentiality when dealing with staff issues and management conversations and issues to which they are privy.

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 cursor at end of a row (outside table) and hit "Enter".

PEM F Population Management Administrator	6000849	In person/ Correspondence	Weekly or as needed	Quality Control
--	---------	---------------------------	------------------------	-----------------

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:

This position must effectively communicate with employees and requires the ability to maintain harmonious working relationships among all contacts, in-person and over the telephone; deal with sensitive and confidential issues, handle a variety of tasks, and changing priorities to ensure smooth flow of work.

Strong administrative office skills are required. The incumbent must be able to handle multiple, complex tasks efficiently, know and utilize sound office management practices; be capable of working effectively with different management styles and priorities; and implement sound office management procedures in a confidential environment.

Must be knowledgeable with computer and software systems including Excel, Word, PowerPoint, and MS Outlook.

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 cursor 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