



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/19/2014

Agency: EOCI

Division: Eastern Oregon Correctional Institution

[] 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: ESS1
b. Classification No: C0118
c. Effective Date: 4/17/1989
d. Position No: 8900104
e. Working Title: Executive Support Specialist 1
f. Agency No: 29100
g. Section Title: Security
h. Budget Authorization No: 000670660
i. Employee Name:
j. Representation Code:
k. Work Location (City-County): Pendleton-Umatilla
l. Supervisor Name (optional): Tom Lemens

m. Position: [X] 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

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 promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The 58-acre institution property is highly visible to the public inasmuch as it is located between the two major access routes to Pendleton and within the city limits. EOCI operates with a biennial budget of approximately \$44 million, with a full time staff of 438. The buildings are appraised at \$45,620,270 and the land is valued at \$1,201,333. Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult male felons meeting medium-security classification requirements. The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are also available in the form of: education, leisure-time activities, meaningful work assignments, and participation in special needs programs. 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. This position exists within the security section of Eastern Oregon Correctional Institution (EOCI). The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with a five thousand foot, electronic perimeter security system.

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, perform and coordinate a wide variety of administrative and confidential clerical services and support to the Assistant Superintendent of Security and the Security Section; ensure the smooth flow of office operations within the Security Operations Section; promote harmonious working relationships with other Sections within the Institution and other agencies; ensure appropriate prioritization, accurate and timely completion of assigned tasks, generally working independently.

This position actively participates in Agency and Security Section management meetings and is responsible to assist in interpreting and applying DOC, DAS policies and procedures and Union contracts

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
30%	NC	E	Researches, prepares and composes a wide-variety of administrative and confidential correspondence, requests for information, reports, memorandums and personnel-related data; works independently to research, locate, assemble, edit and summarize material and information for administrative action; gathers relative information, prepares rough draft for review, audit and prepares final draft for Inmate Tort Claims, Inmate Discrimination Complaints, employee disciplinary actions, investigative, narrative and statistical reports for the signature of the Superintendent, Assistant Superintendent of Security, Operation's Captain, Correctional Captains, and Correctional Lieutenants. This written material is often of a confidential nature and is authored by the incumbent. Composes and prepares a comprehensive narrative and statistical Security Section Monthly Activity Report consisting of significant events, chronic problems experienced, and a complete accounting of all overtime worked during the reporting period for the Assistant Superintendent's review and signature; ensures delivery of these reports to the Superintendent's office in a timely manner.

25%	NC	E	<p>Coordinates and oversees the new employment and promotional interview processes for Security section staff vacancies; works with the Assistant Superintendent of Security to recruit and hire Security section personnel. Develops and prepares interview questions; assembles necessary data for and from potential candidates; assists in background investigations, notifies applicants of outcome of interview; schedules and oversees new hire process for successful candidates. Compiles and maintains confidential information resulting from new employment and promotional interviews. Responds to all inquiries pertaining to vacancies, hiring process, etc. Participates in interviews as moderator, combines scores and completes final applicant file for the Assistant Superintendent of Security and trains employees in this process. Coordinates department physicals for security staff; prepares and approves authorization letter; ensure timelines for physicals are met; and reviews final medical findings from physician verifying employee's medical qualifications. Informs all necessary parties of the overall outcome (Assistant Superintendent of Security, Human Resources, DPSST). Distributes and ensures appropriate forms/paperwork are accurately completed and returned/routed by newly-appointed Security section employees. Coordinates, schedules and processes necessary paperwork for new employees and promotional training for all security staff in Salem, makes all travel arrangements including transportation and housing. Accurately monitors and tracks Security section staff through trial service and ensures accurate recording of reviews and stages of training. Alerts the Assistant Superintendent of Security of all performance and training deficiencies and remedial training available for all Security section employees. Makes arrangements for meetings and training, arranges travel itinerary and accommodations, prepares and submits travel and expense claims for security management and Assistant Superintendent of Security. Opens, reads, handles or distributes all incoming mail and ensures follow-up and final disposition when needed.</p>
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15%	NC	E	<p>Attends institutional meetings, staff counseling and disciplinary meetings, as well as interviews with staff and inmates. Takes and transcribes minutes, prepares additional documentation resulting from meetings, including disciplinary actions, institutional procedures, administrative directives, and confidential as well as informational memorandums for approval of the Assistant Superintendent of Security. Accurately tracks the number of miscounts of staff members and notifies Security Management Team monthly of current status of each staff member and monitors discipline process and ensures that appropriate actions are being taken. Sets and monitors work priorities and time frames to meet targeted deadlines for the Assistant Superintendent's Office. Actively participates in agency and section management team meetings to resolve problems, discuss confidential matters and assists in formulating both management and operational goals and objectives. Works closely with supervisory and department managers to complete projects and assignments and to formulate and implement Security section work guidelines and expectations; completes assignments received in management team meetings, including proper application of DOC, DAS and Union contracts, policies and procedures. Performs a variety of research activities and writes reports/correspondence, as needed for distribution and/or presentation for the Assistant Superintendent of Security or at management team meetings. Assists representatives from the Oregon State Police, Department of Corrections Special Investigation Unit, and Oregon Attorney General's Office, by providing research and documentation, locating and scheduling inmates for interviews, and scheduling inmates for polygraph examinations. Compiles specific reports to monitor monthly budget and expenditure reports of security operations budget to ensure that expenditures are within budget allowance by compiling specific reports showing current expenditures (i.e. uniforms) as needed or at the request of the Assistant Superintendent of Security. Works closely with, and on behalf of, the Assistant Superintendent of Security and other unit managers when scheduling appointments, meetings, conferences, special projects and assignments.</p>
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10%	NC	E	Acts as liaison/communication link between the Assistant Superintendent of Security and staff, management members, other Federal, State, local and private agencies, public and vendors. Corresponds with agency staff, responds to inquiries and provides information, copies and distributes correspondence and maintains an organized confidential and general filing system. Tracks employee-related investigations and their current status for the Assistant Superintendent of Security, preparing any related or necessary follow-up or status memorandums keeping employees advised. Assists with the tracking of light duty and Injured Security staff members, both job-related and non-job related, which includes: completing all necessary follow-up letters; keeps all necessary parties informed of status (Asst. Supt. Sec., Operation's Captain, Human Resources, Safety Manager); tracks deadlines for materials to be turned in, employee's eligible date to return to work and overall status of restricted duty workers. Ensures the development and maintenance of computerized databases for compiling statistical information regarding Security Section staff assignments, unscheduled leaves, purchases, unusual incidents, departmental or legislative requests and other data that is deemed necessary for the Assistant Superintendent of Security.
6%	NC	E	As needed, orders equipment, furniture and other items for units or other parts of the Security section; arranges repair/replacement of items that cannot be fixed internally. Oversees staff uniform process, which includes: researching vendors for items needed, prepares Purchase Requests, authorizes and order Warehouse Requisitions, maintains accurate records of items purchased and used; provides direction and supervision to Security section staff in properly issuing uniform items for replacement; personally handles any uniform issues out of the normal circumstances and creates a viable solution. Tracks allocated budgeted funds for Security section, monitors monthly expenditures and prepares a monthly report for the Assistant Superintendent of Security.
5%	NC	E	Oversees Employee Performance Appraisal process for Security section coordinated by the General Services Executive Support Specialist, utilizing established Department of Corrections Rules and Institutional Procedures; reviews and ensures accuracy and completeness prior to the review and approval of the Assistant Superintendent of Security.
5%	NC	E	Oversees timekeeping for the Security section, coordinating with Staff Deployment Coordinator, Payroll and HR. Supervises, motivates and delegates additional work to the Assistant Superintendent of Security's Office Specialist 2 and resolves any problems related to the assigned work; reviews work for thoroughness and provides direction as needed. Interviews, effectively recommends hire, trains and rates performance for this position. Informs Assistant Superintendent of Security and/or Operation's Captain of any pertinent performance issues.

4%	NC	E	<p>Supervises inmates while on applicable assigned duties inside the secure perimeter. Supervises inmate orderly who cleans 7 administrative offices and adjoining hallway and restrooms. Performs routine/frequent area searches. Maintains inventory of tools and controlled items including cleaning supplies and poisonous chemicals. Oversees inmate orderly's work and creates work schedule and duties. Orders supplies for the orderly as needed. Direct contact for the inmate for any other issues that may arise while on the job. Screens inmate appointments for the Assistant Superintendent of Security; personally handles inmate incidents in the immediate work area; preventing escapes through proper control of keys, tools, and contraband; and documenting unusual incidents as they occur. Subject to callback in the event of an emergency or work stoppage and subject to assignment in any area of the institution. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury. Follows and enforces established security procedures at all times. Accomplishes other tasks and duties as deemed necessary and assigned by supervisor.</p>
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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.

Work is performed within the secure confines of an adult medium-security correctional facility. Interaction with inmates occurs on a daily basis. Routine, continual direct contact with convicted male felons is required. There is an inherent responsibility to support correctional security staff during periods of inmate unrest. The incumbent of this position is subject to callback in the event of an emergency or work stoppage and is subject to assignment in any area of the institution. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury. This position is responsible for taking immediate corrective action when dealing with inmates on a daily basis. Work week may exceed 40 hours. Work requires heavy usage of personal computer from four to six hours, daily.

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.

Federal and state statutes, Oregon Administrative Rules, DOC/EOCI policies and procedures, labor agreements and personnel and payroll regulations.

- b. How are these guidelines used?

Rules and procedures establish guidelines for daily operational functions and accomplishment of the department's mission and goals.

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 Management & staff	Person/phone/e-mail	Give/receive information or direction	Daily
DOC Management & staff	Person/phone/e-mail	Give/receive information or direction	Daily
Other Law Enforcement Agencies	Person/phone/e-mail	Give/receive information or direction	Daily
Outside Vendors	Person/phone/e-mail	Give/receive information or direction	Daily
Union Officials	Person/phone/e-mail	Give/receive information or direction	Daily
General Public	Person/phone	Give/receive information or direction	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position provides information and instruction to Security Staff on a daily basis, determines what information may be provided, maintaining strict confidentiality. Makes decisions on behalf of Assistant Superintendent of Security regarding selection of vendors and products and regarding prioritization of assigned tasks. Responds to inquiries and requests from the Oregon State Police, Oregon Attorney General's Office, and the DOC Special Investigations Unit, determining what information can be provided. Independently establishes work priorities and monitors deadlines, ensuring that critical deadlines are met; provides appropriate and accurate information and direction to staff, public, directs visitors and callers. Interprets applicable rules, procedures, and guidelines, consistently and independently makes routine operational decisions which are in compliance with guidelines, and ensures that decisions made are consistent with the Assistant Superintendent of Security's goals.

Decisions made by this position are a direct reflection on the Assistant Superintendent of Security and his/her policies, directives, opinions, and administration of the Security Section.

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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Assistant Superintendent - Security	6000627	In writing and in person	As Needed	Ensure accuracy and timeliness of work performed.
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SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 1
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?

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|--|---|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" 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:

This employee must have the ability to deal with a variety of people in an effective manner and have the flexibility to manage a large variety of tasks and rapidly changing priorities. This employee must possess the ability to work independently with little or no supervision, must be able to manage multiple high-priority tasks at once, must be able to consistently manage a heavy workload, must be able to prioritize work assignments and ensure timely completion. This employee must record and transcribe minutes of meetings and verbatim transcripts of interviews; compose and formulate correspondence, reports and other written documentation as required; exercise good judgment in decision-making; interact well with co-workers, supervisors and inmates, promoting harmonious working relationships with other sections; and possess excellent written and verbal communication skills. Additionally, the employee must have a good working knowledge of how to operate video word-processing equipment, computer, fax machine and other office equipment. This employee must have a thorough knowledge and understanding of all Department of Corrections Rules and Procedures, EOCI Procedures, and Administrative Directives.

Employee must have advanced word processing skills. Must also have excellent grammar and writing skills and able to communicate effectively and professionally to a variety of people in numerous types of situations.

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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SECTION 11. ORGANIZATIONAL CHART

