

code compliance and other facility issues, while ensuring that correctional environments are appropriate for delivery of programs in compliance with federal and state statute and case law. Facilities Services supports established correctional institutions by initiating and maintaining local government and public involvement throughout the life of correctional facilities, advising Department leadership on property and facility management issues, advising Department leadership on pertinent land use and governmental joint powers issues, and managing the portfolio of leased and owned facilities for the Department.

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:

Perform as the Business Manager by directing the business and administrative support services of the Facilities Services section. This position is responsible for initiating policy reviews and revisions within the business and administrative operations of Facilities Services, and coordinates and administers management and organizational studies. It develops, completes, and supervises multiple repetitive and singular projects in support of facilities management and construction in response to Legislative, Department and Division requests / needs, such as project and program coordination and evaluation, requests for information, internal and external communications, audit findings, periodic business reviews, research, executive summary presentations, and legislative presentations. It ensures the accuracy of internal accounting and auditing, and all budget related documents within Facilities Services. It provides training, procedures and other guidance to project and operations managers to ensure the fiscal integrity of Facilities Services. This position manages the development and maintenance of computerized data processing systems, which includes application development, coordination of technical systems support, machine operations, data manipulation, and document generation, storage and retention.

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.

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.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
45%	NC	E	<p><u>Budgets, Accounting, Purchasing & Fiscal, and Automation Management</u></p> <ul style="list-style-type: none"> • Direct Facilities Services' budgets development and execution by compilation and monitoring of program and project budgets. Assist and advise the Administrators in biennial budget preparations and projections. • Coordinate and monitor quarterly allotment planning. • Manage the program's, project's and job site's equipment inventories. • Manage and direct required accounting/reporting systems for capital project disbursements and tracking of fund balances to assure proper payments. • Monitor budget expenditures, to include contracts, purchase orders, and purchase agreements to insure all financial activities are being entered and reported accurately. • Advise Administrators on proper fiscal policy, practices and procedures. Coordinate with Planning and Budget section relating to appropriate reports generation and accurate reporting and processing of all financial information. • Direct information resource database activities within Facilities Services. • Determine information and office resource needs, and how they can be most effectively be obtained and presented. • Select and oversee the selection of appropriate software and automation equipment. • Oversee the Document Imaging program from development, through training to create a usable system that assists in the transition to a paperless office. • Coordinate with Property Control section to insure all capital improvement and new prison project buildings are correctly and accurately capitalized in DOC and DAS systems.
15%	R	NE	<p><u>Property Management</u></p> <ul style="list-style-type: none"> • Assist Facilities Administrator in managing the Department's real estate holdings including land leases, surplus determinations, sales and water rights issues. • Coordinates establishing and renewing office space leases for Department and Community Corrections needs. • Perform as Contract Administrator on contracts related to land use issues. • Insures all relevant material is turned over at the end of the project.

20%	NC	E	<u>Research, Evaluation and Statistics Management</u>
			<ul style="list-style-type: none"> • Compile and analyze a variety of data. Identify trends and recommend courses of action. Conduct and direct research and develop reports. Prepare and present information to various audiences. • Develop and implement methodologies and procedures to ensure collection, analysis and dissemination of timely and accurate information for use by project teams within the three major program areas. • Develop, recommend and manage special research projects. • Compile legislative concepts, assist in evaluating proposals for legislative changes, analyze and recommend testimonies. • Research, prepare and present position papers. • Provide counsel and analytical support to the Administrators on operating procedures, legislation, financial impacts, and other related operational issues.
15%			<u>Facilities Services Leadership Team Responsibilities</u>
			<ul style="list-style-type: none"> • Participate in strategic planning, problem solving, and developing missions and goals. • Assists in developing policies, procedures, and issue papers. • Manage internal and external communications for Facilities Services on general business matters. Perform as internal coordinator and liaison between program areas. Provide for orientation of staff within the section. Perform as external coordinator and liaison between Facilities Services, interdepartmental units and other state agencies, contractors and consultants, potential vendors and public information requestors on general business matters.
5%			<u>Special Assignments</u>
			Perform specialized and other duties as assigned by the Administrator in support of the Department's mission.

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.

Daily contact with incarcerated felony offenders. Standard office environment and daily use of computers and office automation software. Occasional overnight travel to statewide institutions and construction job sites. Work often involves frequent interruptions, high stress, short timeframes, strict multiple deadlines, conflicting and competing priorities, and sensitive issues. Requires the use of tact and sensitivity. May be required to periodically work extended hours.

May be required to use a state vehicle to conduct business; must have a valid driver's license and a good driving record.

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 Attorney General's Model Public Contracting Rules
- Oregon Revised Statutes and Oregon Administrative Rules
- Department of Corrections Rules and Procedures

b. How are these guidelines used?

As reference documents

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>			
DOC Staff	Person/Telephone	Information/Meetings/Questions	As Needed
General Public	Person/Telephone	Information/Meetings/Questions	As Needed
Government Agencies	Telephone	Information/Meetings/Questions	Daily
Vendors	Telephone	Information	Monthly
Architects/Consultants	Person/Telephone	Information/Meetings/Questions	As Needed
Governor's Office	Person/Telephone	Information/Meetings/Questions	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Work independently with accountability to effectively prioritize daily tasks with minimal supervision. Represent the Department and Division through telephone and in-person contact with staff throughout the Department, staff from other departments, other agencies and the general public. Recruit, recommend for hiring, train, and direct personnel. Prioritize and assign work, schedule employee time. Interpret statutes, rules and other procedural priorities.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Facilities Services Administrator	9500337	Informal conferences, review of written assignments	Daily or as needed	Timeliness and conformance to State Laws, Administrative Rules, policies and procedures; coordination of performance measures developed by the Facilities Administrator.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 2
- How many employees are supervised through a subordinate supervisor? 0

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

Disciplines and rewards

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:

Valid Oregon Driver's License

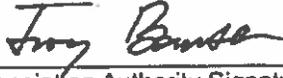
BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
Admin/Payroll	Per expenditure delegated limits	General Fund/Other Funds
Operational Fund	"	General Fund
Capital Improvements	"	General Fund
Capital Construction	"	Other Funds
Facility Maintenance	"	Other Funds

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	<u>3-18-15</u> _____ Date		