



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Department of Corrections

Facility: Two Rivers Correctional Institution (TRCI)

[] New [X] Revised

This position is:

- [] Classified
[] Unclassified
[] Executive Service
[X] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Exec. Manager F
b. Classification No: X7010
c. Effective Date:
d. Position No:
e. Working Title: Assistant Superintendent
f. Agency No: 29100
g. Section Title: Administration
h. Budget Auth No:
i. Employee Name:
j. Repr. Code:
k. Work Location (City - County): Umatilla - Umatilla
l. Supervisor Name (Optional):
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [X] Exempt [] Non-Exempt
If Exempt: [X] Executive [] Professional [] Administrative
o. Eligible for Overtime: [] Yes [X] 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.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

The mission of ODOC is to promoting public safety, holding offenders accountable for their actions reducing the risk of future criminal behavior. The ODOC is responsible for overseeing and managing inmates in order to maintain safe, civil and productive institutions. ODOC is responsible for the safety of

inmates and protection of property at their work site. The success of the ODOC mission relies heavily on the fundamentals of the Oregon Accountability Model.

In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

Two Rivers Correctional Institution is a 600,000+ square foot medium-security prison with a design capacity, which houses 1684 inmates located in Umatilla, Oregon, including a 128 bed minimum custody unit located just outside the secured perimeter of the main institution. The purpose of this program is to provide work training and education to incarcerated inmates.

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 Oregon Accountability Model emphasizes the importance of criminal risk factor assessment, inmate work and programs to mitigate identified risks, staff-inmate interactions that support positive change, inclusion of families and children as a positive support in an inmate's life, successful reentry into the community, and ongoing community supervision and programming. Staff interactions with inmates on a daily basis are, without doubt, the most powerful tool to reinforce pro-social behavior. The nature of interactions with inmates is core to the ultimate success of corrections and community safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through day-to-day interactions with others.

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.

Assists in directing the daily operation of the Institution in compliance with current statutory, administrative, and case law; to ensure program concepts and goals are being met, including fiscal planning and budget management and labor contract administration.

This individual must be prepared to make decisions to resolve issues and questions regarding operations during routine and emergency situations at the institution.

As the Assistant Superintendent, this position is responsible for all aspects of personnel management, planning, and development of long range program objectives and short range operational goals for the Institution.

Attends multiple meetings weekly, meets with staff and inmates, as well as representatives of the education and business community on a daily basis to ensure that program concepts and goals are being met. This individual must be prepared to make prompt decisions to resolve issues and questions regarding programs and security at the institution.

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. Staff interactions with inmates on a daily basis are, without doubt, the most powerful tool to reinforce pro-social behavior. The nature of interactions with inmates is core to the ultimate success of corrections and community safety. 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 Oregon Accountability Model (OAM) through day-to-day interactions with others.

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 common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of care 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
100%	N	E	The Oregon Accountability Model (OAM) depends upon a team approach to custody with the 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

			<p>community. The vast majority of DOC 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 OAM.</p> <p>In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.</p>
30%	NC	E	<p><u>Advisor to the Superintendent:</u></p> <p>Serves as the principle advisor to the Superintendent regarding the management of Section Managers and subordinate staff. Ensures all statutory obligations are fulfilled in section and procedures relating to staff and inmates; reviews established programs, and takes corrective action through the exercise of independent judgment and consultation as necessary to maintain responsive operations.</p>
20%	NC	E	<p><u>Administrative Functions:</u></p> <p>Provides for public safety by managing and coordinating Section Managers and subordinate staff.</p> <p>Provides leadership/direction, expertise, knowledge, and accountability for within the institution.</p> <p>Supervises personnel using best management practices; hiring processes including regular and affirmative action recruitment; employee work analysis and performance evaluation functions; staff training programs; employee union negotiations and relationships; staff morale; grievance procedures; disciplinary action, layoffs, and terminations.</p> <p>Develops, implements, and monitors compliance of Rules, Policies, and Procedures for the institution. Reviews and analyzes operational reports and directives to ensure security compliance with Department rules and procedures.</p>

			<p>Ensures that legal rights of inmates are protected by maintaining knowledge of applicable laws and by developing institution polices in conformity with law and department policy.</p> <p>Reviews and evaluates program effectiveness and efficiency.</p> <p>Continuously monitors and keeps informed on current basis concerning all applicable federal and state laws, administrative rules, regulations, and orders of the Executive Department and other state agencies.</p>
10%	N/C	E	<p><u>Operational Functions:</u></p> <p>Resolves staff and inmate grievances with personal attention and/or intervention, assuring that collective bargaining contracts and correct personnel and inmate grievance procedures and personnel practices are adhered to.</p> <p>Works closely with other Assistant Superintendents, section managers of the institutional, and with the Superintendent's staff.</p> <p>Directs the work of section heads in program evaluation tasks; in interpretation of policy effects and ensures that all programs are goal oriented with continuous evaluations and integral Department of Corrections mission consideration.</p> <p>Assists in establishing affirmative action/upward mobility goals for sections supervised. Addresses needs for affirmative action and upwardly mobility in section meetings. Maintains harassment free work environment.</p> <p>Ensure all Sections supervised follow established safety procedures.</p> <p>Identifies training needs, coordinates training progress, and records participation. Directs the work of subordinate administrative security staff and ensures that they are trained and in compliance with the collective bargaining agreement and Department operations and rules.</p>
10%	N/C	E	<p><u>Communications/Coordination Functions:</u></p> <p>Personally and frequently tours the facility, especially program services areas; interviews inmates and their family members, staff members, and others concerned with the institution operations and inmate programming. Strives at all times to maintain a positive relationship for the institution, internally and extremely at all levels.</p>

			<p>Fully participates in public information and educational activities by conducting tours of the institution; by serving as a speaker before community groups and by providing published information occurring institution operation.</p> <p>Asserts leadership in Affirmative Action, development and training and projects assigned by the Superintendent or Department of Corrections administration on behalf of the institution.</p> <p>Facilitates communication between the administration and institution staff.</p> <p>Coordinates institution programs and services with resources, programs, and activities of Oregon Department of Corrections functional units.</p> <p>Attends institution meetings to maintain program continuity with Department of Corrections components and contributes toward accomplishment of the Department's mission and goals.</p>
10%	N/C	E	<p><u>Budget Functions:</u></p> <p>Develops and prepares Section budget statements for inclusion in the Institution/Department budget.</p> <p>Directs and monitors management of the Institution's budget consistent with and in compliance with all requirements of laws and rules for State agency fiscal control.</p> <p>Plans, administers, and monitors Section's budget to assure legislative intent and budget authorization.</p> <p>Reviews program costs to ensure expenditures remain within approved budget appropriations and approved purchasing procedures.</p> <p>Controls and maintain all items of capital and expendable property and supplies.</p>
10%	N/c	E	<p><u>Monitors Staff Attendance/Return to Work Program:</u></p> <p>Prepares work schedules for all subordinate staff. Processes staff requests for leave in accordance with personnel rules. Monitors staff attendance. Monitors employee's early return to work records in accordance with department policy.</p>

10%	n/c	E	<p><u>Other:</u></p> <p>Possible encounters with abusive inmates pose the risk of physical injury and hostage taking.</p> <p>As a member of the Institution Executive Team, this employee would be assigned corrections officer duties as needed anywhere in the institution to help control inmates during a possible work stoppage. In the event of other emergencies at the worksite, the employee also is subject to recall to be assigned correctional officer duties as needed in the institution.</p> <p>Serves as Officer of the Day on a rotating basis.</p> <p>Perform similar and related work as assigned.</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.

Continuous contact and exposure to hostile and/or potentially violent behavior of inmates. Responsible for taking immediate corrective action when dealing one-to-one with inmates on a daily basis. Work week routinely exceeds 40 hours. On-call 24-hours per day, 7-days per week, in the event of emergencies.

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.

Thorough knowledge of Corrections administration and correctional facilities management; collective bargaining agreements; knowledge of, and skill in, interpreting Correctional standards, court decisions, established policy and Oregon Laws concerning sentencing, confinement, computation of sentences, release provision, and rights of the confined.

- b. How are these guidelines used?

These guidelines serve as a reference resource and provide necessary knowledge for managing an adult correctional institution, thus assuring institution operations and programs are consistent with Federal, State, and Department of Corrections requirements.

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>			
Inmates	Person/Inmate Communication	Institution Operations	Daily
TRCI Administration	Person/Telephone	Institution Operations	Daily
Oregon Legislators	Person/Telephone	Institution Operations	As required
Judges	Person/Telephone	Institution Operations	As required
Other State Officials	Person/Telephone	Institution Operations	As required
Law Enforcement Officials/District Attorneys	Person/Telephone	Institution Operations	As required
Inmate Attorneys	Person/Telephone	Individual Inmate/Institution Operations	As required
Inmate Families	Person/Telephone	Individual Inmate/Institution Operations	As required
Community Leaders, Officials, General Public	Person/Telephone	Institution Operations	As required

SECTION 7. POSITION RELATED DECISION MAKING

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

Key administrative decisions affecting overall program development and operations of the Two Rivers Correctional Institution, ensuring that the safety and security of the facility is maintained for incarcerated inmates and staff alike, including the use of force, weapons, chemical agents, etc. to prevent or quell major disturbances, insurrection, riot, etc. The decisions have a direct impact on all areas and facets of institutional services. Exercises superlative judgment as well as possessing and exercising highly-specialized expertise in corrections theory and principles. Most decisions are subject to external review or appeal as to legal sufficiency

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Superintendent	9707004	Personal observations, various meetings, review of reports, personal discussions.	Daily, on an on-going basis.	

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? _____
How many employees are supervised through a subordinate supervisor? _____
- 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 checked="" 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 checked="" 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:

In the absence of the Superintendent, as designated, this position assumes full administrative responsibilities for the operation of the entire institution.

Work is performed within the confines of a medium-security, adult male penal institution; daily interaction with inmates confined and under restraint. Bodily injury, major disturbances, insurrection, and riot are possibilities. On-call 24-hours per day, and serves as Officer-of-the-Day, on a rotational basis. Serves in the capacity of Superintendent, as designated, during the Superintendent's absence from the institution. Stand-by duty requires being available "on call" by phone or radio. Job regularly requires work in excess of 40-hours per week. Inspections of work and confinement conditions at irregular intervals and unusual hours of the day, night, and weekend is a necessity. Possible encounters with abusive inmate's poses risk of physical injury.

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>		
Personal Services		General
Supply and Service		General

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		