STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: **12/1/14**

This position is:
- ☒ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Transition and Reentry Unit

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Program Analyst II	**b.** Classification No:	C0861
c. Effective Date:	7/1/2009	**d.** Position No:	9702015
e. Working Title:	Transition Coordinator	**f.** Agency No:	29100
g. Section Title:	Transition and Reentry	**h.** Budget Auth No:	31900083
i. Employee Name:		**j.** Repr. Code:	AAON
k. Work Location (City – County):	Madras - DRCI		
l. Supervisor Name:	Theresa Arendell		

m. Position: ☒ 6 month Developmental Job Rotation ☐ Academic Year ☐ Seasonal ☐ Limited Duration
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. Eligible for Overtime: ☒ Yes ☐ 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. 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. 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:

Direct, manage, and coordinate all activities for the transition programs located at the DRCI. Manage the implementation of new program components. Identify and solve problems relating to the successful transition of inmates from institution to community. Create and implement program components that are consistent with sound corrections policy to enhance inmate transition. Activities typically involve collaboration and coordination with other state agencies, private agencies, and local government.

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.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within it's Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison

Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/ contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
75%	NC	E	Conducts needs assessment to determine what resources and services each inmate participating in the program will need. Delivers components of the curriculum such as Employment, working with PO, Family, Financial Management, etc… and facilitates group discussion. Records data, tracks participants and participation detail. Meets with release counselor and PO to discuss inmate progress and activities; identify special needs; and coordinate PO reach-in. Works with resource providers to create linkages to needed services.
15%	NC	E	Establishes and maintains good working relationships with community partners and resource providers. Develops and coordinates schedules for all volunteers reaching into the institution for program delivery. Facilitates paperwork process for institution entry and ID.
5%	NC	E	Participates in institution meetings as requested. Participates on interview panels and recommends hiring of various staff. Participates on committees representing the Offender Management and Rehabilitation Division. Interacts with private citizens' social service groups and criminal justice agencies. Provides presentations on program to department staff, criminal justice agencies, and community partners. Prepares reports and recommendations to administrator and executive level staff. Performs other duties as designated by the manager of the Transition and Reentry Unit.
5%	R	E	Perform routine/frequent area searches and submits documentation of results to your supervisor. Supervises inmate clerks who provide clerical support to the transition program. Performs routine and frequent searches of the inmates work area. Maintains an inventory of tools and controlled items daily.

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.

All work performed within a secure adult prison which requires extensive contact with inmates; numerous meetings and some travel; stress with deadlines for various work products. Expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; 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

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.

Department of corrections Rules and Policies
Oregon Administrative Rules
Oregon Revised Statutes
Road to Success Program Manual

b. How are these guidelines used?

These guidelines are used to assure compliance with applicable regulations and standards for equal and consistent treatment of inmates; assist in applying the policies and procedures, and to apply these interpretations to specific situations. While these guidelines cover basic situations, they do not provide or supply answers to the many combinations of problems that the incumbent must resolve.

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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
DOC staff in all divisions & levels	In person, phone, correspondence, e-mail	Present and/or obtain information, participate in work groups	Daily
Community Corrections directors & field staff	In person, phone, correspondence, e-mail	Present and/or obtain information, participate in work groups	Frequently
Inmates & offenders	In person, Correspondence	Present information, lead classes, respond to inquiries	Daily
Board of Parole & Post-Prison Supervision	In person, phone, correspondence, e-mail	Present and/or obtain information, participate in work groups	Frequently

Citizens, victims, inmate family members	In person, phone, correspondence, e-mail	Present and/or obtain information	Frequently
Other state and local agencies	In person, phone, correspondence, e-mail	Present and/or obtain information, participate in work groups	Frequently
DOC staff in all divisions & levels	In person, phone, correspondence, e-mail	Present and/or obtain information, participate in work groups	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions involve program planning, coordinating and implementation which are critical in meeting established performance objectives consistent with the agency's mission.

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 curser at end of a row (outside table) and hit "Enter".				
Principle Exec. Manager D	1300255	Performance evaluations; informal meetings;	Monthly; as needed;	Assist in developing program goals and priorities. To determine progress in meeting time frames.

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

The position requires strong verbal and written skills, expertise facilitating group dialogue and planning activities, and the ability to effectively communicate program goals.

It requires the ability to establish and maintain harmonious working relations with the public, fellow workers, other governmental jurisdictions, professionals, and representatives of special interested groups. It requires strong organizational skills.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type
N/A		

Note: *If additional rows of the below table are needed, place curser 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 _____