



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
06/22/2015

Agency: OREGON DEPARTMENT OF CORRECTIONS

Facility: SFFC

[X] New [ ] 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: Program Analyst I
b. Classification No: C0816A
c. Effective Date: 07/01/2015
d. Position No: 8911.069
e. Working Title: Work Crew Coordinator
f. Agency No: 29100
g. Section Title: Work Crew Coordinator
h. Budget Auth No:
i. Employee Name:
j. Rep. Code: 105
k. Work Location (City - County): Tillamook-Tillamook
l. Supervisor Name (Optional): Camp Commander
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

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.

South Fork Forest Camp (SFFC) is a 200 bed, minimum security, adult male institution located in the Tillamook Forest which is 28 miles east of Tillamook, Oregon. It is jointly funded and operated by the Department of Corrections and the Department of Forestry. The institution provides a full range of correctional services and programs to ensure the safety and security of the public staff and inmates and to provide for rehabilitation of

inmates. SFFC operates under the administrative control of Columbia River Correctional Institution in Portland, Oregon.

**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:**

Provide coordination and assignment of inmate work crews both inside and outside the institution; to provide training to DOC and outside agency contract inmate crew supervisors; to create, maintain, and complete necessary records and documents related to the program; and to monitor contract compliance with outside agency program users.

**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) function.

%	of Time	N/R/NC	E/NE	DUTIES
<p><i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i></p>				
100%	NC	E	<p>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 re-entry into the 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>	
25%		E	<p>This position schedules inmate work crews to inside and outside jobs. Maintains inmate work records and ensures they are inputted into CIS accurately. Reviews attendance records for accuracy. Monitors inmate performance for inmates working outside and inside the perimeter and resolves issues as they arise.</p>	
30%		E	<p>This position maintains contact with outside agencies to schedule work site operations, ODF crews, and DOC supervisors and insures that necessary supplies are issued for work crews and also deploys work crews. He prioritizes inmate work crew assignments in the community based on outside agency needs and discusses assignments with agency supervisors to insure that work is</p>	

			completed properly and that program guidelines are met. He visits work sites at least monthly and communicates with other agency staff to resolve problems at the agency supervisory level as they arise, and to assure compliance with contractual agreements.
20%		E	This position provides training to DOC and outside agency crew supervisors regarding DOC rules, policies, and contract compliance issues and managing inmate workers. He/she conducts daily work crew supervisory meetings to discuss changes in operation as well as provides program orientation to incoming inmates.
15%		E	This position assists in developing Project Descriptions which define work to be completed by all inmate work crews.
10%		E	Attends meetings, provides monthly reports, and performs 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.**

This position works inside a secure adult correctional prison and may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. Inherent custodial duties include the responsibility for handling inmate incidents in the immediate work area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment, and contraband and to document occurring unusual incidents.

This position is subject to callback to the prison in the event of an emergency or work stoppage and is subject to assignment in any position in the institution.

This position is covered under Police and Fire.

He/she will be 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.**

State and Federal Laws, Municipal Codes, DOC Rules, Policies, Procedures, and Directives, CRCI Procedural Letters of Agreement/Contracts.

**b. How are these guidelines used?**

This position requires familiarity with guidelines and ability to research and determine courses of action based on the guidelines. They are used as specific instructions, setting specific requirements for care and custody as well as generally to outline parameters within which judgment and decisions are to be made.

**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?
SFFC Staff	Telephone/In Person	Exchange Information/coordinate activities	Daily
Inmates	Telephone	Provide instructions/Gather information	Daily
General Public	Telephone/In Person	Problem solving/Information exchange/work opportunity development	As Needed
Other Agencies	Telephone/In Person	Coordinate activities/Exchange information/provide training/problem solve	Daily

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

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Makes decisions relating to crew and staff. Recommends action to remedy contract non-compliance and safety concerns as necessary. Inappropriate decisions could result in poor relations with other agencies, safety concerns, inmate escapes and/or threat to the community, staff or inmates.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Camp Commander	7111.006	In Person	Periodically to Daily	Ensures position duties are met.

*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? 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 (Effective Recommendation) |
| <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:

None

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>		
N/A		

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart.

**SECTION 12. SIGNATURES**

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		