



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
07/29/15

Agency: Oregon Department of Corrections

Facility: Director's Office

New Revised

This position is:

- Classified
 Unclassified
 Executive Service
 Mgmt Svc – Supervisory
 Mgmt Svc – Managerial
 Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

| | |
|--|---|
| a. Classification Title: <u>Research Analyst 3</u> | b. Classification No: <u>C1117</u> |
| c. Effective Date: <u>07/01/1997</u> | d. Position No: <u>9700902</u> |
| e. Working Title: <u>Research Analyst</u> | f. Agency No: <u>29100</u> |
| g. Section Title: <u>Research & Projects</u> | h. Budget Auth No: <u>000716660</u> |
| i. Employee Name: _____ | j. Repr. Code: <u>AAON</u> |
| k. Work Location (City – County): <u>Salem – Marion</u> | |
| l. Supervisor Name: <u>Paul Bellatty</u> | |
| m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share | |
| n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt | o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative | |

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 resides in the Research Unit, which provides the department with mission-critical information on offender populations, program performance, and policy impacts necessary to plan, evaluate, and direct the operations of the department. The information and evaluation provided by the unit impacts the decision making in the operations of the state's 14 prisons, the probation and parole supervision functions in 36 counties, the six administrative divisions of the department, and the Board of Parole and Post-Prison Supervision. The unit also provides statistical information and analysis to other state and local agencies for their planning and research purposes. In addition, the unit plans, implements, and manages the department's data warehouse, including the Corrections Management Information System.

The largest of the automated databases that feed into the department's Decision Support System is the Corrections Information System (CIS). CIS tracks 14,000 inmates and 36,000 offenders on community supervision, plus historical data on offenders who are no longer active. CIS includes the following types of data: Offenses, sentences, and projected release dates; sentence computation; conditions of community supervision; inmate work schedules and attendance for Measure 17 compliance; approved inmate visitor lists; inmate housing; inmate health status; gang information; chronological supervision case notes; and

other related types of data. Additional databases that feed into the department's data warehouse include information from the Board of Parole and Post-Prison Supervision, as well as Inmate Intake and religious services information and other related types of data.

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 primary purpose of this position is to ensure administrators, legislators, and managers have the research conclusions necessary to make informed policy and operational decisions. The knowledge is generated by conducting research, surveying populations, reviewing literature, and analyzing data. These research efforts will identify effective programs, improve institutional procedures, promote efficiency, reduce recidivism, and minimize victimization.

This position provides support to the Director's office and all divisions of the department in the area of data collection as well as compilation and analysis of qualitative and quantitative information and statistical data, and presenting the information in a narrative, table, or graphic format. This information is crucial to agency staff for evaluating the effectiveness of programs and making policy, program, operational, budget, and staffing decisions.

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 nonsecurity 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 its 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/contract/intern workers. All forms of

SECTION 3. DESCRIPTION OF DUTIES

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.

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> | | | |
| 35% | NC | E | Develop and manage complex research projects; develop research methodology; prepare procedures and forms for data collection; coordinate and manage the project tasks and activities; collect data and analyze and interpret the survey data results. Prepare graphs and tables in Excel, Word, and other software as appropriate. Write reports and present research findings as well as recommendations to DOC administrators, institution personnel, and affiliated partner agencies. |
| 15% | NC | E | Create computer programming logic and use the department's data warehouse software to retrieve, analyze, and format data for department staff and research projects. |
| 10% | NC | E | Through collaboration with other DOC units and divisions, identifies, captures, and validates data for inclusion in the department's performance measurement scorecards at the agency, division, and local levels. |
| 10% | NC | E | Prepares and updates recurring statistical reports regarding offender populations, subpopulations, and department programs. |
| 10% | NC | E | Collaborate with program managers and administrators when developing research designs and evaluations and to ensure research protocols are completed. |
| 5% | NC | E | Participate as a member of the Oregon Department of Corrections Research Governance and Implementation Committee to evaluate, consider, and determine new research projects that will be enacted for beneficial application to the department. Such research projects may be performed by department staff, academic institutions, other state agencies, or other external entities. |
| 5% | NC | E | Supports and trains other users of CIS data (county officers, consultants, etc.) in characteristics of the database and use of software query and analysis programs. Provides technical consulting on CIS data to agency personnel, community partners, stakeholders, and other outside individuals and groups. |

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 |
|-----------|--------|------|--|
| 5% | NC | E | Provide technical assistance to agency personnel – developing statistical hypotheses, interpreting research results, and conducting literature reviews. |
| 5% | NC | E | Collaborate with the business users to implement programs congruent with research results by knowing practices within community corrections and the prison system. |

SECTION 4. WORKING CONDITIONS

Describe any ongoing working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position exists in an office setting with occasional travel; numerous meetings; some contact with inmates and offenders; stress with deadlines for various work products. It requires frequent computer and telephone usage. Occasional weekend and evening work may be necessary, especially during Legislative session.

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 effective 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

b. How are these guidelines used?

Thorough knowledge to understand implications of work of unit and department in conducting research and evaluations.

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 in all divisions & levels | In person/phone/in writing | Present and/or obtain information, participate in workgroups and scheduled meetings, performance measurement, data support, and reporting | Daily |
| Inmates & Offenders | In person | Obtain information | As required |
| Other state and local agencies | In person/phone/in writing | Present and/or obtain information, performance measurement, data support, and reporting | As required |
| Citizens, crime victims, inmate family members | In person/phone/in writing | Present and/or obtain information, participate in workgroups and scheduled meetings. | As required |
| Academic Students | In person/phone | Provide data and information | As needed |

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions made include the selection of the design of research, evaluation, and projected methodology; and the identification of critical factors to monitor the Department of Corrections' performance. These decisions are crucial for budgeting, planning, and evaluating programs. Errors may be costly in either construction of too few or too many beds, or in developing programs that are not effective.

This position must maintain confidentiality regarding information received in Research and Projects. Prioritize and schedule personal workload to ensure timely response to department and individual project needs, provide complete and accurate information, reports, or materials needed to carry out the mission of the department. This position works with a high degree of independence under the general direction of the administrator. Consult with supervisor as necessary to obtain direction, clarification of expected results, confirm interpretation of regulations, and seek guidance in complicated or unclearly defined areas. Decisions made by this position are a direct reflection of the administrator and the administration of the functional unit, division, and the department.

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> | | | | |
| Research Unit Administrator | 9909011 | In person & document review | As needed | Assist in developing goals and priorities; determine progress in meeting timeframes; problem solving |

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 type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <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:

The position requires strong organization skills and the ability to manage complex projects. This position requires the ability to analyze data and report on the results of the analysis to the Research and Projects Administrator, community partners, and other DOC administrators or users.

Must have good communication skills to interact with all management and staff within Research and Projects, Oregon Department of Corrections staff, and with outside agencies when called upon by the Administrator.

Must be knowledgeable with computer and software systems including Excel, Word, PowerPoint, MS Project, Visio, and MS Outlook, and knowledge of the Statistical Analysis System (SAS).

Position requires the ability to establish and maintain harmonious working relations with the public, fellow workers, other governmental jurisdictions, professionals, and representatives of special-interest groups.

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

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|----------------|------------------------------|-----------|
|----------------|------------------------------|-----------|

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

| | | |
|------|--|--|
| None | | |
| | | |
| | | |
| | | |

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