STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 7/1/15

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

Agency: Oregon Department of Corrections

Facility:

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Program Analyst 2	**b.** Classification No:	AAON0861
c. Effective Date:	07/01/15	**d.** Position No:	1500165
e. Working Title:	ETTU Technology & Data	**f.** Agency No:	29100
g. Section Title:	Education, Training & Treatment	**h.** Budget Auth No:	
i. Employee Name:		**j.** Repr. Code:	AAON
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name:	Dawnell Meyer		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ 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.

The purpose of the Education, Training & Treatment Unit (ETTU), within the DOC Offender Management and Rehabilitation Division (OMR) is to provide a quality continuum of inmate education, work based education and addictions treatment programs that reinforce pro-social reintegration to family, work and community. The Prison Reform and Inmate Work Act of 1994 requires inmates to be engaged in work and programs a minimum of 40 hours per week. The ETTU fulfills its commitment by providing services primarily in one of the six key components of the Oregon Accountability Model (OAM): work and programs. These interventions prepare inmates for work in institution support jobs, public and private sector work, and private enterprise as well as provide necessary job skills for employment upon release. The interventions also help prepare inmates to continue their education in the institutions and in the community.
The Education and Training Unit in the Oregon Department of Corrections provides Adult Basic Skills Development (ABSD) and Work Based Education (WBE) programs as well as provides support to contracted service providers who bring outside education resources into the prison to promot continuing education opportunities fot the inmates housed inside all 14 ODOC prisons.

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 provide technical assistance for testing and data collection for all ETTU programs, maintain the Inmate Education Database and provide information from the database when necessary.

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.

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".*

40%	N	E	**Technology support, maintenance and reporting** • Update and maintain Inmate Education Database (IED) • Input and export data to and from the IED for purposes of research and tracking • Collaborate with DOC IT staff and DOC Research staff to collect, share, analyze and report data • Compile and create reports for education, treatment and DOC staff to evaluate and monitor programs outcomes and accomplishments • Collect and report data as it relates to Correctional Outcomes through Research and Engagement (CORE) measures for ETTU programs. • Propose mechanisms for continuous improvement in education and treatment data tracking and program success • Report on performance measures related to education and treatment contractors • Evaluate and make recommendations for new software programs for ETTU programs • Assist with introduction and maintenance of new technology for ETTU programs
35%	N	E	**Technical Support for Education Staff** • Assist and train education staff on the GED testing and CASAS assessment computer systems and the IED • Work with GED Testing Service, Pearson VUE and DOC IT to maintain proper working order of GED test process and to ensure necessary system updates are performed and successful • Act as a liaison between education staff and DOC IT staff, GED Testing Service and Pearson VUE when there is an issue that impacts more than one testing lab • Act as ETTU contact person for the DOC inmate network and collaborate with DOC IT and Facilities staff to ensure education needs are met.
15%	N	E	**Track and update Education Assessments** • Monitor all required assessments to ensure DOC is utilizing the most up-to-date versions • Confirm education history of incoming Adults in Custody • Assist education staff to troubleshoot any problems with assessment forms or electronic systems • Act as a liaison between DOC and other state and federal agencies for the purposes of tracking any necessary assessment information and completing required reports
10%	N	E	**Project Participation** • Participate on various committees, work groups and meetings as assigned by the unit administrator • May represent the agency and/or the unit on internal and external initiatives when appropriate

- 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.

Frequently works alone or with very little supervision. May receive general instructions for special projects from Education and Training, DOC, contract staff and volunteers. Sitting for extended periods of time. Will come in contact with inmates, inmate families or the general public on a daily basis. Customers may be disgruntled or hostile at times.

Office environment requires professionalism, confidentiality, tact and sensitivity.

Work with inmates or near inmates. Inmates work as custodians in the office building and on the office building grounds as groundskeepers on a weekly basis. Works directly with inmates involved in education and training programs on a monthly basis. Some in-state travel away from office is required.

Travel by state vehicle (employee may be required to provide own transportation in performance of duties which is compensated within state rates) to attend meetings.

All employees are required to use a computer for email and related work systems in the regular performance of their duties.

DOC buildings and institutions are tobacco free. Uses of tobacco products are prohibited within the buildings or on the grounds. Tobacco use is permitted inside or along the side of the employee's personal vehicle.

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.

DOC Policies and Procedures Manual, DOC Human Resources Manual, Oregon Administrative Rules and Revised Statutes which govern corrections education, vocational and treatment programs in prison.

b. How are these guidelines used?

Guidelines are used to provide responses to inmate communications, staff inquiries and legislative inquiries and to ensure confidentiality of Special Education files and compliance with state and federal laws regarding records retention.

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".			
All management levels of Offender Management and Rehabilitation	Person/writing/phone	Gather, exchange and provide information. Answer questions.	Daily
Inmates	Person/writing	Give directions, answer questions, gather, exchange and provide information.	As needed
A variety of DOC employees	Person/writing/phone	Gather, exchange and provide information. Answer questions.	As needed
Inmate families and general public	Person/writing/phone	Gather, exchange and provide information. Answer questions.	As needed
Contractors, other state and federal agencies, vendors	Person/writing/phone	Gather, exchange and provide information. Answer questions.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Responds to inquiries and data requests from OMR staff, contractors, DOC staff, other state agency staff such as Community Colleges and Workforce Development, the general public, inmates and inmate families. Provides timely and accurate responses to those inquiries using pertinent program data, policies/procedures, and established unit protocols. Prioritizes work, resolves record processing problems, determines actions necessary to obtain missing information or to correct information.

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 Executive Manager F	9100.850	In person and in writing	Daily as needed	Responds to general questions and clarifies priorities
		In person and in writing	Annually	Performance appraisal

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:

Knowledge of databases, including creation, modification and maintenance.

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 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