



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/6/15

Agency: Oregon Department of Corrections

Facility: Warner Creek Correctional Facility

[] New [X] 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: Office Specialist II
b. Classification No: C0104
c. Effective Date: 07/01/05
d. Position No: 0500257
e. Working Title: Office Specialist II
f. Agency No: 29100
g. Section Title: Corr. Rehab. Services
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City - County): Lakeview - Lake
l. Supervisor Name: Trevor Stancliff
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.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The Oregon Department of Corrections (ODOC) operates a variety of prisons throughout the State of Oregon to accomplish this mission. The ODOC is committed to operating orderly prisons that offer inmates opportunity to address identified criminogenic risk factors in safe environments while remaining securely confined.

Warner Creek Correctional Facility is a 99-acre site located in south central Oregon three miles north of Lakeview. The 117,000 square foot facility, valued at \$27 million, houses 490 inmates with 102 staff. The institution maintains a safe and secure environment to carry out sanctions provided by statutes and as ordered by the courts to manage offender behavior consistent with the Department's mission. The majority of the 117,000 square feet that encompasses the buildings are located within a 15-acre secure perimeter. In addition to the housing complex there are the medical services unit, work and education programs building, food services, physical plant, warehouse and storage, and vehicle maintenance areas. The Correctional Rehabilitation Unit at Warner Creek Correctional Facility has responsibility for providing correctional case management, behavioral change / cognitive programming, transitional programming and

related social and family support services to all inmates. Coordination with staff from each section ensures effective delivery of services in the areas of Inmate Health, Mental Health, Religious Services, Work Force Development /Work Based Education, and Counseling & Treatment Services. This must be accomplished in a minimum-security correctional setting where the primary responsibility of all staff is the custody of inmates and the safe and orderly operation of the facility. Services provided to inmates have a direct effect on the effective and safe operation of the facility. Each ODOC employee is expected to model behavior that supports all program elements under the Oregon Accountability Model.

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 Office Specialist II provides clerical support to the Correctional Rehabilitation Services Department to include Religious Services and Education. This position works with confidential inmate and staff records as well as operates within security and procedural guidelines set by ODOC and WCCF.

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.

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
45%	R	E	Provides clerical support for the Correctional Rehabilitation Services office to include daily operations; setting up staff meetings and taking minutes, drafts, prepares reports, edits, file, track, maintain and initiates follow-up letters, emails, distributes and maintains correspondence which includes memos, letters, responses to inmate grievances, inmate callouts, and requests for information from inmates, other agencies, internal agency personnel, volunteers; Researches and assembles information for weekly and monthly reports routinely; assists in tracking new projects, develops computer forms, processes and systems necessary to accomplish daily work duties efficiently; performs data entry utilizing the DOC 400 and AFAMIS computer systems; answers telephones and determines what information is necessary; researches for requested information; takes messages; transfers calls to appropriate staff; tracks inmate visitor applications, sends notification letters to parent/legal guardian of prospective minor visitors; Supervises assigned inmates performing general duties in "C" Building. Participates in routine custodial responsibilities for education inmate tutors and students. Assigns work/productivity to inmate orderly, writes performance failures/ disciplinary reports. Controls room/area or activity based on rules, i.e. education, library. Routinely completes inmate attendance. Updates inmate housing unit bulletin boards and reference binders. Assist officers and staff in need of supplies. Completes inmate attendance sheets as needed. Arranges weekly schedule for Correctional Rehabilitation Service's programs; Prepares supply orders; maintains and tracks copier and fax machines needs and operations, prepares purchasing request; prepares expenditure and billing reports to meet established deadlines as well as

			monthly/weekly reports; organizes and maintains files and records on all purchase requests, delivery of orders, inventory records, etc.; Serves as primary Local Inmate Service Unit support. Responds to inquiries related to Special and Basic visiting and schedules those as they are approved. Distributes inmate kites to CRS staff, answers LISU kites and routes to CRM for approval. Serves as primary contact with the Central Case Management Unit.
15%	R	E	Provides clerical support to the Education Department in general as assigned, supports duties in the absence of the Education Coordinator, coordinates/conducts Education inmate access to automation audits and prepares work orders, assignment requests, special food requests, with Physical Plant, Food Services, Inmate Work Programs, etc. Provides support for CORE and Enhanced visiting committees or other committees as assigned including minutes, flyers, CD-28 tracking, etc.
15%	R	E	Maintains volunteer tracking updates and escorts; keeps visiting kiosks supplied, supports the PREA Compliance Manager and related documentation, filing, and scheduling. Provides clerical assistance as well as cross training in other OSII positions around the facility including backup as needed. Facilitate inmate information or self-led classes including WCCF Inmate Admission and Orientation, runs LEDS on volunteers/visitors/inmates as needed and provides Notary services as necessary.
15%	R	E	Serves as back up for the following; supports the Mail Room and Mail processing in accordance with the Mail (Inmate) Rule (Division 131), assures all incoming inmate mail is sorted, opened and searched for contraband and delivered within a 48-hour time frame. Reviews incoming publications for content and processes the publications within a 72-hour time frame. Applies proper postage and charges the appropriate department for the amounts. Utilizes the AS400 computer system, Neopost IJ80 and Mail Tracking System for input of data. Signs for receipt of accountable mail. Prepares confiscation notices, mail violations and publication violation notices. Maintains accurate accounting records of USPS and UPS usage and all inmate monies received. Supports Legal Library duties in the absence of Legal Librarian, supports Records office as needed.
5%	R	E	Supervises assigned inmates performing general duties, including data entry and other duties as assigned; has authority for hiring, pay, or dismissing inmates assigned to Correctional Rehabilitation Services (with input from CRM); coordinates with Security for any unauthorized items discovered in work and office areas.
5%	NC	E	Conducts property inventory of office and program area as instructed. Assists in the maintenance of the appropriate inventory of office supplies. Picks up, accounts for and delivers supplies to necessary areas weekly; ensures office machines are functioning and supplies are on hand. 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.

Warner Creek Correctional Facility is tobacco free. Use of tobacco products is prohibited within the buildings or on the grounds. Requires working in a minimum correctional institution. Must be willing to enforce security procedures and regulations. Possible threat of physical or verbal abuse and assault. May be required to work overtime in an emergency. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution. All employees are expected to share the mission, vision, and core values of the department; requires being a role model of pro-social behavior and having an attitude that conveys dignity and respect in the treatment of others; must be able to acknowledge that everyone is capable of positive change; The institution is located in Southern Oregon and is exposed to inclement weather. The institution has over 117,000 square feet of building space and is spread out over a 90 - Acre perimeter walking long distances to get to the workstation or perform work may be required.

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

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 Policies, Procedures, and Rules, Letters of Agreement, Price Agreements, Union Contract, Personnel Division Rules, Department of Administrative Services Purchasing Guidelines, OSHA Safety Codes, and Fire Codes.

b. How are these guidelines used?

Routinely for standard operating procedures to ensure the daily duties are completed in a safe, legal, sanitary, and correct manner.

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?
Section Managers	In-person/phone Fax/email	To discuss approved work orders	Daily
Security Personnel/ Other staff	In-person/phone Fax/email	Ensure security while on job	Routinely
Vendors	In-person/phone Fax/email	Verify cost/availability of materials and supplies	Bi-weekly
Outside Contractors	In-person/phone Fax/email	Ensure quality control	On Occasion
Inmates	In-person/written correspondence	Work assignment	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Order materials and supplies in a timely manner.
 Correct prices and account numbers for budgetary impact.

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>				
Principal Executive Manager C	0500207	Review of administrative tasks to ensure quality of work, review of compliance with security requirements.	Daily/Annually	To ensure quality of work, review of compliance with security requirements. Annual performance evaluation.

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:

This position works collaboratively in a team setting. Good interpersonal skills are necessary, including the willingness to collaborate, share information, and contribute to the team success as necessary. The position also requires excellent customer service skills for both internal and external customers. It is essential that the employee contributes to a positive, respectful and productive work environment. Regular and timely attendance is an essential function of this position. This position will review and follow all policy, procedures, and rules of the institution and DOC.

This position plans and assigns inmate work, responds to inmate grievances, disciplines, and also recommends hiring and work assignment changes for inmates.

Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders, and actively supports the Oregon Accountability Model through their day-to-day interactions with others.

No attempt is made to describe every duty performed by all positions in this class.

The incumbent must obtain Law Enforcement Data System Certification, possess word processing skills, and must be able to become Notary Public.

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 curser at end of a row (outside table) and hit "Enter".</i>		
N/A	N/A	N/A

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