STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/1/2015

Agency: Oregon Department of Corrections

Division: Community Corrections

☐ 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:	PEM C	b. Classification No:	X7004
c. Effective Date:	03/15/2001	d. Position No:	0315001
e. Working Title:	Com Corr Supervisor	f. Agency No:	29100
g. Section Title:	Community Corrections	h. Budget Auth No:	
i. Employee Name:		j. Repr. Code:	MMS
k. Work Location (City – County):	Roseburg-Douglas		
l. Supervisor Name (Optional):			

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☒ Exempt Non-Exempt

If Exempt: ☐ Executive X Professional ☐ Administrative

o. Eligible for Overtime: Yes X 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 state office for Community Corrections provides funding for the management and supervision of over 34,000 felony offenders sentenced to probation, parole, or post prison supervision, and offenders sentenced to 12 months or less of incarceration. Community Corrections Administration is responsible for managing the grants to the counties for community corrections activities, and the interstate transfer of offenders. The Branch has the statutory responsibility to evaluate community corrections policies, to annually review the 36 counties' compliance with the intergovernmental agreement, and to offer technical assistance when needed to gain compliance. The office is active in victim's services, including the development of a statewide victim notification system with the Department of Justice.

Douglas County Parole and Probation is located in Roseburg, Oregon. The office is responsible for approximately 1,349 offenders who are in the community on some form of supervised release. The annual operating budget is approximately $10.8 million. Satellite offices are located in Myrtle Creek, Reedsport and Roseburg. The office contracts with independent service providers who provide various treatment modalities for offenders. The goal of Douglas County Parole and Probation is to enhance public safety by

holding offenders accountable and reducing the risk of future criminal behavior through the implementation of evidence based practices and programs.

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:

This position assists the Director in accomplishing the agencies established vision. As part of the leadership team, this position plans, organizes, manages resources, leads/coaches personnel, ensures quality in day to day practices, oversees programs, ensures fidelity in programs and ensures adherence to agency policy and procedures.

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 requires 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 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 and supervision with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing offenders for successful reentry 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 DOC staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with offenders. 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.

All Department of Corrections staff has 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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
30%			Motivate, supervise, set priorities and monitor work performance of professional Parole and Probation Officers, maintain status of case progress; develop, monitor and enforce standards of compliance for case termination or further action interview; select, train and evaluate personnel; provide or coordinate staff training; prepare performance evaluations; recommend or initiate progressive discipline, promotions or transfers. Promote cooperative team efforts among staff and with other department divisions. Approve work schedules and vacation schedules; monitor overtime. Review completed work for accuracy and adherence to policy. Conduct background investigations on potential employees. Mentor staff in firearms usage, defensive tactics, arrests and searches. Coordinate training and maintain staff training records; develop work procedures to address necessary changes in practices.
20%			Administers probation and parole operational plans, policies and procedures consistent with agency policy; develop and oversee implementation of procedures and guidelines to meet established goals and standards; ensure compliance with federal, state, and local statues, rules and regulations. Participate as a member of the management team to develop long and short range goals; conduct violation hearings. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for service delivery; develop on-going recommendations for policies and procedures. Oversee and participate in the development of the Community Corrections Program annual work plan in conjunction with the Local Public Safety Coordinating Council; develop and implement work activities; projects and programs; assign work activities; monitor work flow; review and evaluate work products, methods and procedures.
20%			Oversee the completion and distribution of reports to the courts and other agencies; direct the preparation of a variety of utilization records, statistical and costing reports, involving research, statistical data, analysis; assemble data for regular and recurring reports related to the services of the unit. Review and authorize distribution of completed reports; audit completed reports for compliance to standards. Prepare other reports and client evaluations. Review and screen RFP's, contracts and grants; ensure contract compliance and quality assurance process; provide technical assistance to contract agencies.

15%	Conduct Violation Hearings; Impose Structures Sanctions; Serve Notice of Rights; Issue Travel Permits; Make arrests and participate in search and seizure activities; Participate in community meetings related to Community Corrections; Develop liaison relationship with local criminal justice agencies, the District Attorney's Office and the Courts; Investigate and respond to community complaints and offender grievances; Approve pre-sentence investigation and other high profile reports conducted by parole and probation officers. Represents the division to the community, advisory boards, parole board, committees, regulatory agencies and groups concerned with offender issues.
10%	Evaluates the effectiveness of specific community corrections programs and service delivery systems; develop proposals based upon evaluation; analyze the effect of policy decisions upon service delivery and operations; analyze solutions and costs; improve programs through implementation of innovative, efficient delivery methods and evidence based practices.
5%	Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for requests; monitor and control expenditures.

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.

Work is performed indoors and outdoors in a variety of environments in all weather conditions. Some travel required, sometimes in remote areas of the County. Position requires employee to enter offenders' homes, subject to hazards contained therein. Position requires the employee to intervene in and controls acts of negative behavior and violence. May be required to work irregular hours. May be required to make arrests.

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.**
ORS 423.500 - Community Corrections Act
Department of Corrections Rule on Community Corrections Act
Department of Corrections Rules and Procedures
Department of Corrections Policies
Oregon Administrative Rules and Revised Statutes
Sentencing Guidelines Statute and Rule
Structured Sanctions Statute and Rule
Corrections Information System
SB 267 – Evidence Based Practices
Board of Parole and Post-Prison Supervision Rule
Criminal Code Book of Oregon
Law Enforcement Data System Manual
Public Information Laws

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

The statutes, rules, and procedures provide general guidance, direction, limitation, and operating instructions. Statutory and administrative regulations must be complied with while establishing, administering and monitoring community corrections programs.

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?
Offenders/families	In person, phone, writing	Counsel, exchange information, change behavior	Frequently
Service providers	In person, phone, writing	Exchange information, develop relationships	Frequently
Government Agencies	In person, phone, writing	Exchange information, develop relationships	Frequently
News Media	In person, phone, writing	Exchange information, develop relationships	Frequently
Citizens and Citizen Groups	In person, phone, writing	Exchange information, develop relationships	Frequently
Law Enforcement and related agencies	In person, phone, writing	Exchange information, develop relationships	Frequently
Policy Making Authorities		Exchange information, develop relationships	Frequently
Community Corrections statewide	In person, phone, writing	Exchange information, develop relationships	Frequently
DOC Managers and Staff	In person, phone, writing	To receive and disseminate information, counsel	Frequently

SECTION 7. POSITION RELATED DECISION MAKING

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

Typical decisions are related to staff compliance to policy and procedures; appropriateness of recommended sanctions; recommendation concerning office operations; appropriate performance appraisals on staff; judgment concerning citizen or offender complaints; recommendation concerning purchasing of equipment; and decision concerning appropriate training.

Ramifications of these decisions will affect the efficiency of the operation and will have an impact legally and financially. Personnel will be affected as will the community. Liability issues may arise as a result of decisions.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM E	0315008	Discussion/Periodic Reviews	Frequently	Confirm decisions are being made in accordance with

	evidence based practices and in line with mission and goals of this office

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 20

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:

Ability to obtain and maintain DPSST Parole and Probation Officer Advanced Certification (ORS 137.620; OAR 291-065; OAR 291-067). Maintain current training on Defensive Tactics and use of less than lethal force; maintain Firearms qualification if carrying a firearm.

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		

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