

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
75%	R	E	<p>Works independently to manage, review and process all warrant and suspend and detain requests for all offenders under the Board's authority. Uses computer and various software programs including Parole Board Information Management System (PBMIS) to receive all electronic warrant and suspend/detain requests submitted by community corrections agencies. Determines if request is complete and meets established Board rules and policies. Forwards all requests to the Board for voting. Enters all voted warrants into the Law Enforcement Data System (LEDS) following LEDS and National Crime Information Center rules. Notifies the parole officer and Santiam Correctional Institution of such actions by teletype. Answers all calls received on the telephone line dedicated to law enforcement agencies for the purpose of confirming offender status. Clears active warrants upon an offender's arrest and confirms active warrants with local and out of state law enforcement agencies upon inquiries. Informs Offender Information and Sentence Calculation Unit and Santiam Correctional Institution of such actions. Researches any notifications on offenders under the Board's jurisdiction.</p> <p>Prepares requests to the Governor's Office advising of offenders out of state and asking for approval to extradite offenders. Coordinates extradition proceedings ordered by the Board of supervised offenders with DOC staff and other out of state agencies by preparing extradition paperwork and sending it to out of state holding facilities and the Governor's Extradition Unit. Computes expiration dates for offenders by hand calculating and applying inop time at the time of arrest. Updates the Board's information system with actions taken by the Board. Utilizes scientific calculator and Board rules and policies to upgrade, modify, and sequence inoperative entries in PBMIS for certain offenders to cause the information system to correctly calculate expiration dates. Receives and reviews for completeness all requests to extend active supervision, reactivate supervision, and move offenders onto inactive supervision. Uses Board rules and policies to determine if such requests contain all necessary information and should be approved. Enters decisions of approved requests into PBMIS; creates Word document to show decision and new active supervision dates; e-mails document to the county and prints copy out to send to offenders file.</p>

25%	R	E	<p>Process other administrative actions requested by community corrections staff and approved by the Board, such as citations to appear, lifting warrants, and no action reports.</p> <p>Interprets rules and regulations to Board staff, public, various law enforcement agencies, and Department of Corrections personnel. Provides instruction and verbal/written guidance to parole officers.</p> <p>Conducting regular LEDS audits by reviewing warrants issued for accuracy.</p> <p>Other duties as assigned.</p>

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.

Requires direct and indirect contact with inmates, offenders, and victims.

- Occasionally requires working beyond forty (40) hours a week.
- Occasionally requires working evenings and/or weekends.
- Occasionally requires travel throughout the state, sometimes overnight.
- Work is performed in an office setting with prolonged sitting at a computer terminal. Must frequently hold telephone conversations, research manuals, statutes, administrative rules, and write non-legal documents. Team environment requires cooperation and coordination with Board members and staff to meet needs of agency. Requires strict attention to detail and meeting deadlines.

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.

- Board Policies and Procedures
- Oregon Administrative Rules
- Oregon Revised Statutes
- Desk Manual
- LEDS/NCIC Manual and code books
- Interstate Commission for Adult Offender Supervision Rules
- Federal laws

b. How are these guidelines used?

Reference to and knowledge of these guidelines are necessary to properly perform the duties described above. These guidelines are used to ensure compliance with applicable regulations and standards for equal and consistent treatment of inmates/parolees; assists in applying the policies and procedures, and to apply these interpretations to specific situations.

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>			
Community Corrections staff	Phone/Mail E-mail/TTY/Fax In-person	Information/operational	Daily
DOC staff	Phone/Mail E-mail/TTY/Fax In-person	Information/operational	Daily
OISC	Phone/Mail E-mail/TTY/Fax In-person	Operational	Daily
LEDS	Phone/Mail E-mail/TTY/Fax In-person	Operational/Information	As needed
Oregon and other state Prisons & Institutional Facilities	Phone/Mail E-mail/TTY/Fax In-person	Operational/Information	Daily
Social Security Administration Staff	Phone/Mail E-mail/TTY/Fax In-person	Informational	As needed
General Public, Inmates, Offenders	Phone/Mail E-mail/TTY/Fax In-person	Information sharing	Daily
Other State Agencies	Phone/Mail E-mail/TTY/Fax In-person	Operational/Information	As needed
Federal Agencies	Phone/Mail E-mail/TTY/Fax In-person	Operational/Information	As needed
Oregon and Other State Law Enforcement Agencies	Phone/Mail E-mail/TTY/Fax In-person	Operational/Information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position decides whether there is a need to forward warrant requests to the Board for vote or return to the parole officer for more information. Reviews requests to extend active supervision, reactivate supervision, and move offender to inactive supervision: makes independent judgment on whether requests meet the Board's policies and rules and whether to process request or return to

parole officer. Reviews all requests from Social Security Administration to provide notice of warrant status. Decision of warrant status can impact offenders with valid warrants; offenders with outstanding warrants will have social security benefits stopped. Daily independent exercise of judgment as to procedures to follow, resources to be reviewed, analysis and assessment of document relevancy and importance of legal issues, prioritization of workload and deadlines. Uses judgment to relay statutory information, Board policy and procedures to stakeholders including District Attorneys, crime victims, advocacy groups and inmate/offender support persons.

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>				
Administrative Specialist 1 - Lead	4000010	Performance is reviewed on an ongoing basis through day-to-day supervision, regular meetings, automated communication	Daily, as needed.	Performance is reviewed to determine general efficiencies and effective compliance with position description and general Board operations, to communicate areas of strength and weaknesses, and to set future goals.
Prin Exec Mgr D/Executive Director	4000007	Performance is reviewed through meetings, annual evaluations	As needed, and at least annually.	Performance is reviewed to determine general efficiencies and effective compliance with position description and general Board operations, to communicate areas of strength and weaknesses, and to set future goals.
Prin Exec Mgr G/Chair	4000002	Performance is reviewed through meetings, annual evaluations	As needed	Performance is reviewed to determine general efficiencies, and effective compliance with position description

and general Board operations, to communicate areas of strength and weaknesses, and to set future goals.

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 |
| <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 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.

Certification in or knowledge of Law Enforcement Data System.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor 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

B. Carney

Appointing Authority Signature

10/30/2015

Date