

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.

The Research and Evaluation unit provides the agency with mission-critical information on adult offender populations, program performance and policy impacts necessary to plan, evaluate and direct the operations of the department.

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 purpose of this position is to provide leadership and direct research, quality assurance, data warehouse development, and data reporting for DOC. This includes reviewing, approving and directing implementation of rules, policies and procedures to ensure the Constitution, Oregon law and industry best practices are maintained. Additionally, this position directs the development of actuarial risk equations, leads the automation of program evaluation systems and establishes strategies for developing methodologies aimed at identifying individuals best served by particular programs.

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
35%	NC	E	<p><u>Program Administration and Personnel Management</u></p> <ul style="list-style-type: none"> • Provides leadership and guidance to the Research & Evaluation unit in a manner consistent with agency policy and initiatives established by the Director of DOC. This direction includes the development of work procedures relating to research activities, ongoing measures of agency performance, program and service outcomes, and the dissemination of evidence based practices. • Encourages the utilization of CMIS data by management and analysts. • Makes presentations on programs to policy makers and customer groups, which may include the Legislature, the Governor's office and other state agencies. • Writes complex analyses and papers for the Director and other customers. • Chairs the agency's Research Governance Committee to ensure agency research projects are prioritized and implemented utilizing sound project management methodology. • Establishes work schedules and monitors the work of subordinate staff within the Research and Evaluation unit in order to meet timelines and objectives of completing agency initiatives. • Assigns and reviews work, prioritizes work, evaluates performance and filling vacancies when needed.
35%	NC	E	<p><u>Program Operations</u></p> <ul style="list-style-type: none"> • Directs the administration of DOC statewide research and program development and evaluates the quality of the resulting products through review of the research findings, regular reports, statistical data and design methodology. • Coordinates research activities with county corrections offices, juvenile justice partners and other local, state and national agencies.

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
			<ul style="list-style-type: none"> • Prioritizes research activities and develops research strategies consistent with Departmental needs and goals. • Contributes to the development of questionnaires, survey instruments, data analysis, interpretation, and writing of research reports. • Develops, implements and promotes new ways of using data to provide insight and understanding or to resolve operational challenges. • Supports staff proposals; encourages collaboration with researchers throughout DOC and among other agencies. • Directs the management of ad hoc requests for data and/or analyses. • Consults with other agencies regarding research design, methodology, data analysis, and interpretation.
20%	NC	E	<p><u>Data Warehouse Planning, Development and Maintenance</u></p> <ul style="list-style-type: none"> • Directs the maintenance, expansion and utilization of the Corrections Management Information System and data warehouse including the decision support and executive information systems. • Coordinates the development of optimal data structures for the data warehouse with Department leadership. • Directs the integration of the data warehouse with other DOC computer systems as well as other agency’s data systems. • Establishes strategies for determining tools, technology, policies, designs, procedures and documentation standards for the department’s data warehouse. This includes resource allocation, acquisition planning, overall system performance, data security and new functionality and technologies for the data warehouse.
5%	NC	E	<p><u>Budget and Legislative Analysis</u></p> <ul style="list-style-type: none"> • Prepares Research and Evaluation budget requests by preparing projections of resource needs and incorporating those projections into the section budget document. • Executes and monitors the Research Unit’s 1.4M biennial budget. • Monitors bills impacting DOC program operations or having impact on DOC rules and policies. • Writes comprehensive analysis of bills and prepares agency position in response to legislation for executive leadership staff review and approval • Presents research results to DOC staff, administration, legislators, and academics at national meetings.

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	Other duties as assigned
100%			

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.

This position works in a normal office environment; the work of this position may require the person to be exposed to the hazards of working with adult felony offenders in closed custody facilities. Employee must follow strict adherence to security measures at all times. Position may be required to travel. Position may require significant weekend and evening work, especially during legislative sessions.

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 Revised Statutes
 Oregon Administrative Rules
 Collective Bargaining Agreements
 Performance Based Standards
 CJIS Standards
 Criminal Code of Oregon

b. How are these guidelines used?

Through knowledge and application of these guidelines, this position develops agency initiatives responsible for transforming practice to operations and improving outcomes for adults in Oregon's criminal justice system.

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	Person/written/telephone	Share information/discuss policy & practice	Daily
DOC Administration	Person/written/telephone	Direction, share information/discuss policy & practice	Daily
Juvenile Courts/Juvenile Depts.	Person/written/telephone	Share information/discuss policy & practice	Regularly
Police Agencies, Juvenile Justice Partners	Person/written/telephone	Share information/discuss policy & practice	Periodically
Legislators, Public, Media	Person/written/telephone	Share information/discuss policy & practice	Periodically

SECTION 7. POSITION-RELATED DECISION MAKING

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

Decisions impact research, evaluation and project methodology to quantify program effectiveness and assess cost effectiveness. These decisions are crucial for policy development, budgeting, planning and evaluating the effectiveness of programs. Decisions impact all DOC departments and staff. Decisions must comply with applicable state and federal laws, rules, policies and contracts and must be consistently applied.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

PEMH	0519000	Discussions, meetings and reports	Ongoing	Information sharing to track progress and to assure program efficiency
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SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? 7

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|-------------------------------------------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |
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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:

Position requires good analytical skills, a strong attention to detail and an understanding of high standards for data quality. Position requires the management of multiple projects simultaneously. Position requires the communication of complex concepts both in oral and written form to much less technically experienced audiences.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Research & Evaluation	1,400,000.00	General / Federal funds

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
_____ Appointing Authority Signature	_____ Date		