



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/4/10

Agency: Oregon Department of Corrections

Facility: Snake River Correctional Institution

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: <u>Office Specialist 2</u>	b. Classification No: <u>C0104</u>
c. Effective Date: _____	d. Position No: _____
e. Working Title: <u>Staff Deployment Support</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Security Services - ISDS</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Ontario - Malheur</u>	
j. Supervisor Name (optional): _____	
k. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
l. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

The Department of Corrections Snake River Correctional Institution is a 538-acre site located in southeastern Oregon 7 miles northwest of Ontario. The 1,025,000 square foot facility valued at \$217,000,000 houses 2,996 inmates with approximately 1,000 staff, 90 contractors and 350 volunteers

managing and supporting the institution's operation. 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 1,025,000 square feet of buildings are located within a 103-acre secure perimeter, which contains all but 154 of the 2,996 inmates housed at the institution. The 154 minimum security inmates are housed in a fenced 30,000 square foot facility adjacent to the secure facility. Within the secure perimeter there are 3 housing complexes which contain approximately 800 general population inmates each. In addition to the three complexes there are the disciplinary segregation/intensive management unit, which has 432 beds, and a medical services unit that provides 16 infirmary beds and 22 special management unit beds.

The daily provision of essential food, medical treatment, clothing, safe living environment, and full time meaningful work must be maintained by the institution. Self-improvement and rehabilitative opportunities for the inmates are provided through academic/vocational education, treatment services, cognitive restructuring skill programs, community-based liaison activities, and leisure time activities. The mission of the Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. This position exists within the Security section of SRCI which is responsible for maintaining custody and control over the inmates and to ensure the security and integrity of the Institution.

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 job/position is to assist the Staff Deployment Coordinator in processing payroll, both manually and electronically. Auditing reports and providing the support functions necessary for the Staff Deployment Coordinator. Be knowledgeable enough of all aspects of the Staff Deployment Coordinator position to act as back-up in his/her absence.

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
10	R	E	Receives, screens personal visits, e-mail and telephone inquiries from staff, management, Human Resources, Safety and payroll personnel.
5	R	E	Delivery of timesheets, Correspondence and mail to staff and management in a timely manner. Composes letters, memorandums, reports and other documents required by the Staff Deployment Coordinator.
40	R	E	Data entry to Time Capture payroll system for 60% of Staff (Security).
5	R	E	Maintains filing system for daily rosters, timesheets, and correspondence.
25	R	E	Post timesheets electronically from daily rosters and overtime authorization, verifying agreement with electronic payroll.

10	R	E	Audit staff leave accruals assuring all absences have adequate leave available when used. Be compliant with FMLA/OFLA and SAIF standards. Attends necessary meetings and training.
5	NC	E	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.

Use of tobacco products is permitted in designated areas on SRCI grounds. Work is performed in a prison housing maximum, close, medium, and minimum security inmates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive increasing the risk for employees of physical injury, death, and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

The institution is located in Eastern Oregon and is exposed to temperature extremes and inclement weather. SRCI is climate controlled. This institution has over 1 million square feet of building space and is spread out over a 103 acre perimeter, in addition to a minimum facility outside the perimeter. Walking long distances to get to the work station or perform work will be required. Most inmate housing units are on two levels requiring the use of stairs to reach the second level.

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

Must be able to work in a production environment which requires doing many repetitive projects.

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 Procedures
Snake River Correctional Institution Procedures
Union Contracts and Letters of Agreements

b. How are these guidelines used?

Provide specific criteria to ensure that work performed meets departmental and agency standards.

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>			
Payroll	Telephone/In-person/E-Mail	Staff payroll issues	Daily
Captains / OIC	Telephone/In-person/E-Mail	Information exchange	As needed
HR, Safety/Personnel	Telephone/In-person/E-Mail	Information exchange	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The incumbent uses judgment in analyzing situations and makes decisions regarding appropriate action within established procedures and guidelines. Routine decisions include setting work priorities by balancing routine duties with special assignments, response to payroll/timesheet tasks. Decisions made by this position are a direct reflection of the Staff Deployment Coordinator and need to be made with clear understanding of his/her position relative to policies and direction of the Administration of the institution and Department of Corrections.

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>				
ISDS Captain	9512120	In-person, written, verbal, electronically/phone	Daily	Review Work
ISDS Coordinator	9702628	In-person, written, verbal, electronically/phone	Daily	Review Work
SRCI ISM	9512172	In-person, written, verbal, electronically/phone	As Needed	Review Work
Assistant Superintendent	9512001	In-person, written, verbal, electronically/phone	As Needed	To ensure smooth operation of functional unit

SECTION 9. OVERSIGHT FUNCTIONS

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

This position requires the ability of the incumbent to be able to work independently on recording timesheets and completing daily tasks in a timely manner. The incumbent must be able to analyze and assess information from daily rosters and overtime authorizations and record this information accurately. Must be able to audit Daily Roster Transaction Reports. Must have knowledge and ability to operate word processing equipment, learn RFMS software system and ten key.

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

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