

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
50%	N	E	<p><u>Supervision</u></p> <p>Plan, assign and review work of administrative support staff; Approves work assignments and schedules to maintain adequate staff levels and respond to fluctuating workloads; approves or denies leave requests and overtime requests; reviews and approves timesheets prior to submitting to payroll; evaluates employee performance and completes performance appraisals based on day-to-day oversight of staff; assesses training needs of staff and arranges for or provides appropriate instruction and guidance; provides initial orientation to new employees, reviews applicant's credentials, participates in the interview process and recommends hiring of staff; resolves personnel problems, complaints and formal grievances at the first level; disciplines and rewards employees; assists in conducting pre-dismissal investigations; acts as a liaison with Labor Relations Division; counsels employees in work-related activities, personal growth and career development.</p> <p>Coordinates functional unit training with centralized training department. Reviews and approves training requests from support staff.</p> <p>Prepares agency personnel actions, maintains agency personnel files; Acts as liaison with Department of Corrections Payroll and Personnel Departments and Department of Administrative Services Personnel Division.</p>
25%	R	E	<p><u>Administrative Duties.</u></p> <p>Uses computer and various software programs to schedule appointments, and meetings, prepares meeting agendas and recording minutes for attendees. Transcribes all Board Business meetings and distributes copies for the general public and staff. Attends Executive staff meetings to assist in agency planning and development; participates in agency decision making on issues of statewide impact; reviews and drafts recommended changes to agency policies, procedures and administrative rules.</p> <p>Review letters and drafts personalized responses regarding Board rules and policies received from offenders, the general public, or furnishing the necessary information on non-routine inquiries for the Chairperson's reply.</p> <p>Acts as the agency Diversity/Affirmative Action Officer; attends monthly meetings, posts information for staff, and ensures agency is following federal laws.</p>

May act as agency representative attending various public safety meetings and serving on committees. Agency representative at inter-agency meetings (i.e., Statewide Office Operations Network, Office Procedures Manual, Field Automation Users Group, and other meetings as assigned). Acts as a liaison with the Governor's Office, Governor's Citizen's Rep Office, Community Corrections, DOC, and other government agencies. Attends various executive meetings as requested.

May represent agency to the public and special interest groups; arranges or attends public meetings; serves on task forces and committees dealing with topics relevant to the agency's mission and goals; is liaison with other agencies or other governmental bodies in matters of overlapping jurisdiction.

Runs data and compiles information to prepare monthly statistical and fiscal reports. Updates agency's performance measures and generates a performance measure report; uses report to determine if agency is meeting set measures or failing; provides advice and consults with Executive Director on how to improve measured areas to meet goals; prepares reports to provide recommendations to the Executive Director of new key performance measures. Investigates and evaluates agency/program operations; prepares comprehensive reports of findings and recommendations for change, presents findings and recommendations to Executive Director for review and decision.

Law Enforcement Data System (LEDS) Representative for agency; ensures all LEDS/NCIC established rules/policies are followed; provides LEDS training, tracks training hours, issues tests, issues audit lists and provides validation to LEDS; maintains secure LEDS files, tracks certification of staff.

25%	R	E	<p>Budget and Fiscal Administrative Support</p> <p>Budget: Assists Executive Director in developing future budget projections; reviews and controls expenditures for administrative unit; assists Executive Director with preparation and assembling of the Agency Request, Governor's Recommended and Legislative Adopted Budgets by gathering necessary data and reports; organizes and prepares notebooks for review and approval by Executive Director. Process fiscal impact statements, forecasting, financial reports, and works directly with Budget and Management of the Department of Administrative Services and Legislative Fiscal Office.</p> <p>Purchasing: Reviews and controls orders for expendable supplies from vendors, as needed. Prepares purchase orders and purchase requests in accordance with rules and regulations for expendable and non-expendable supplies. Drafts request for proposal when agency seeks a private contractor or consultant to provide services; evaluates or participates in the evaluation of responses.</p> <p>Expenditures: Reviews all invoices received and confirm services or products received/used and prepares invoices for approval for payment by the Executive Director. Maintain ledger of approved and pending expenditures, and match to monthly accounting reports for reconciliation. Files all invoices and maintains files in office; files are stored per biennium and at end of biennium files are boxed, labeled, and sent to storage and stored in accordance with records retention schedules.</p> <p>Revenues: Prepare all incoming revenues for depositing by Department of Corrections accountants (and approval by Executive Director) by attaching receipts and money, making note of where funds are to be deposited and whom funds are from. Makes arrangements with staff if funds were for a public records request or tape request; holds revenue form until service has been provided. Maintains ledger and files of monthly revenues for reconciliation to monthly reports. Files all revenues once verified funds have been deposited.</p> <p>Travel: Coordinate travel arrangements for all staff by booking hotel, airfare, rental car, etc.; notifies employees on travel of regulations and rules and current per diem rates; collects receipts and invoices at end of travel to prepare travel re-imbusement expense forms. Tracks all travel and personal vehicle mileage monthly for Board Members; prepares travel expense report form by entering dates and mileage and parking receipts onto form in computer system; submits form to members for signature and to Executive Director for approval. Match vouchers to expense report copies and distribute warrants to appropriate members and staff.</p> <p>Printing Orders: Prepare printing orders for State Printer, as approved and directed by the Executive Director. Receive printing jobs back from State Printer, log in and distribute appropriately.</p> <p>DOJ Money Judgments: Maintains the inmate/offender Excel database of Board awarded Department of Justice Money Judgments. Receives all new judgments from the courts; enter judgments into computer database;</p>

			<p>sends notice to inmates/offenders who have been ordered to pay the Board;</p> <p>Notifies the Department of Corrections Central Trust Unit and the Department of Revenue to collect monies from said petitioners by submitting demand letters following Oregon Revised Statutes and laws; and notifying offender of judgment and debt collection process; processes payments received by entering payments into database; prepares judgment for satisfied debts and sends to inmate/offender, files copy of judgment of satisfaction and enters satisfied note in database.</p> <p>Legislative Coordination Compiles agency's legislative concepts and makes recommendations for review and approval of Executive Director; identifies and tracks all bills introduced in the legislature which affect agency programs or that agency may be asked to speak on; prepares reports for Executive Director on active legislation; researches and compiles information for Executive Director to use as testimony in support of or against legislation; monitors actual effects of legislation if passed.</p> <p>Other duties as assigned</p>
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.

- 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 occasional travel throughout the state, sometimes overnight.
- Requires strong supervisory skills and working knowledge of human resources and bargaining guidelines
- Work is performed in an office setting with prolonged sitting at a computer terminal, frequently holding telephone conversations, researching manuals, statutes, administrative rules, and writing non-legal documents. Team environment requiring 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
- DOC Policies and Procedures
- Oregon Administrative Rules
- Oregon Revised Statutes

- Desk Manual
- Oregon Sentencing Guidelines Grid
- Attorney General Opinions/Case Law
- Federal Law

b. How are these guidelines used?

These guidelines are used to ensure compliance with applicable regulations and standards for equal and consistent treatment of inmates and offenders, compliance with Board and State of Oregon policies and procedures, and to apply these interpretations to specific situations. Applicable laws and rules are utilized in the supervision of staff and in conducting agency business.

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/Fax In-person	Information/operational	Daily
Institution/DOC staff	Phone/Mail E-mail/Fax In-person	Information/operational/Technical Support	Daily
Dept. of Justice Attorneys / Staff	Phone/Mail E-mail/Fax In-person	Operational	As needed
Dept. of Administrative Services staff	Phone/Mail E-mail/Fax In-person	System issues / Operational	As needed
Governor's Office, Citizen's Rep. Office	Phone/Mail E-mail/ In-person	Operational / Consultations	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
LEDS / OISC	Phone/Mail E-mail/TTY/Fax In-person	Operational/Information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes decisions affecting daily operations, personnel and workload management, fiscal management, and administration regarding the support operations of the agency. Daily independent exercise of judgment as to procedures to follow, resources to be reviewed, analysis and assessment of relevancy and importance of legal issues, prioritization of workload and deadlines. Uses judgment to relay statutory information, Board policy and procedures to employees and 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
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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".

Prin Exec Mgr D/ Executive Director	4000007	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 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 set future goals.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

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

17

