

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: provide a wide range of office support, record processing and data entry in support of the three to four week intake evaluation process for the Intake Operations Manager and the Intake Counselors.

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 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. Enhance 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.

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 care 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	GENERAL DUTIES
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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".

30%	R	E	Request Police Reports, Pre-Sentence Investigations (PSI), FBI, PPDS, LEDS/NCIC and other documentation on each inmate entering ODOC Intake through CCCF. This information is required to complete the evaluation process on each inmate. Enter report request dates onto the Police Report spreadsheet.
20%	R	E	Update and maintain the Intake Caseload Tracking Spreadsheet. The name, SID number and admission date of new offenders entering ODOC custody are updated daily. Assessment profiles are processed and maintained in this spreadsheet used for statistical information/monthly report. This data is used daily to track inmate files ready to be ordered and picked up from OISC. Inmate information packets are attached to the files; assigned to a counselor caseload and data is entered on the tracking spreadsheet.
15%	R	E	Use the computerized Correctional Information System (CIS) screens to respond to telephone inquiries from the public, including inmate families, attorneys, law enforcement, social service agencies and other various outside agencies. Ensure that appropriate confidentiality is maintained and accurate information is utilized.
15%	R	E	Receive; sort and date stamp all Intake mail. Route all inmate kytes in a timely manner to appropriate staff. Possible inmate emergency situations are reported to the Intake Operations Manager or Intake Lieutenant for appropriate action. Police Reports requested on each inmate, once received through the mail, fax or email, are date stamped and entered onto the Police Report Spreadsheet.
5%	R	E	Organize and maintain the filing system for the Intake Caseload inmate packets. Information filed includes county police requests and reports, assessment profiles, AIP applications, workforce system release forms and consular notification forms.
5%	R	E	Schedule professional visits, conference calls and/or hearings with inmates and outside agencies. Run LEDS, prepare authorization forms, enter callouts for inmate appointments and reserve visiting rooms as needed. Supervise inmate from outside interview room for confidential attorney phone calls/hearings.
5%	R	E	Assemble all paperwork for files to go back to OISC for male inmate transfers to other facilities in ODOC. Paperwork and forms are labeled to be sent to other institutions weekly and monthly
4%	R	E	Monitor inventory of office, printer and copier supplies for the classification and assessment teams. Forward supply requests to the Intake Executive Support Specialist for ordering.
1%	R	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.

Coffee Creek Correctional Facility is tobacco free. Use of tobacco products is prohibited within the buildings or on the 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 to employees for 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.

All employees are required to use a computer for electronic mail and related inmate work systems in the regular performance of their duties. Daily use of computers for extended periods of time is normal. Overtime when required, is mandatory. Some travel and use of a state car may be required including occasional in-state and out-of-state overnight travel.

This employee will be expected to share the mission, vision and core values of the Department. This position requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness. This employee must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

All employees shall be expected to interact with co-workers, inmates and the public in a professional, respectful manner. This includes refraining from any type of behavior, action or language that could be perceived as hostile, discriminatory, intimidating, violent or abusive.

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.

Applicable State and Federal laws, rules or guidelines and Department of Corrections Administrative Rules, Policies and Procedures, including but not limited to the following:

Department of Corrections Rules and Procedures; ODOC Code of Ethics
Oregon Administrative Rules and Revised Statutes; Oregon Accountability Model
Coffee Creek Correctional Facility Rules and Policies
Intake Procedures
ACA Standards; Multi-state Standards
AFSCME Contract

b. How are these guidelines used?

These guidelines are used to provide limitations, directions, and operating instructions; to ensure compliance with applicable regulations and standards for equal and consistent treatment of inmates; to assist in interpreting the laws, statutes, policies and procedures and assist in applying 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>			
Department staff in all divisions Institution staff Other state and local agencies Citizens Inmates	Phone, writing, electronic mail, or in person	Information sharing for department orientation, intake assessment, inmate supervision, case planning and development of individualized inmate correctional plan.	Daily or as needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions made by this position are related to methods and procedures for maintaining filing and referral systems and to verbal responses to telephone inquiries. Such decisions may have a legal impact upon the inmate, Department and the public. Judgment is required in analyzing situations and making decisions on selecting the most appropriate course of action within established rules, policies and procedures.

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>				
Intake Administrator	8913.006	Verbal and written	Daily, as needed	Work review for accuracy and timelines, and compliance with applicable rules and procedures.

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"/> Plans 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

Due to minimal number of intake support staff, it is essential that individuals in this position fully comprehend the teamwork flexibility necessary to accomplish the agency's mission and daily work requirements. This position requires good judgment and professional communication skills in dealing with other agencies, the public and inmate families. A high level of organizational and multi-tasking skills is essential. It is essential the employee maintain regular and consistent attendance in order to function in and manage this job. Regular work attendance is essential for efficient and effective operation of the Intake Unit. Intake staff are, therefore, expected to manage their leave usage in keeping with DOC Rules, Policies and pertinent bargaining agreement language. Unprotected Leave Without Pay is considered outside of acceptable leave usage.

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>		
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 _____