



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/5/2016

Agency: Oregon Department of Corrections

Facility: OSCI

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 2
b. Classification No: C0104
c. Effective Date:
d. Position No: 9702594
e. Working Title:
f. Agency No: 29100
g. Section Title: Security
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City - County): Salem - Marion County
l. Supervisor Name (Optional):
m. Position: X Permanent [] Seasonal [] Limited Duration [] Academic Year
X Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt If Exempt: [] Executive [] Professional [] Administrative
X Non-Exempt
o. Eligible for Overtime: X Yes [] 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.

This position has significant impact on the success of the Department's mission and understanding of the Oregon Accountability Model. The Oregon Accountability Model (OAM) is based on the firm belief in the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly in directing and shaping pro-social behavior.

This position exists within the General Services Section of the facility. The General Services section manages, directs, coordinates and controls services and resources related to the health, safety and welfare of approximately 230 staff and 895 inmates.

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:

Provide a wide variety of administrative and confidential clerical services and support to the Security office, promoting harmonious working relationships with other sections within the institution as well as other agencies. The person filling this position ensures appropriate prioritization and accurate and timely completion of assigned tasks, generally working independently with little or no supervision.

The person filling this position will regularly assist the Staff Deployment Coordinator and/or ESS 1, as well as Security Support, to meet operational needs of the institution when they are not available or not able to complete their assignments.

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 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.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
35%	NC	E	Composes and types reports, memorandums and letters for the Assignment Captain and other members of the Security Management Team. Proofreads and edits for general clarity, grammar, spelling and punctuation. Assists with special projects for Captains and Lieutenants as assigned. Maintains filing system for various Security operations within the scope of duties.

20%	R	E	Sets up and maintains record keeping filing systems for Security. Responsible for routing and retaining access to confidential documents, papers, faxes and other information including interview candidate information and employee records. Assist in new employee paperwork, forward all completed paperwork to HR, Payroll, etc., as needed
35%	R	E	Provides assistance and backup to the Staff Deployment coordinator to ensure timely and orderly operation of the Security office. Duties may include: updating ISDS records in a timely manner, ensuring leave requests are completed by staff and filed in working files and maintaining the trade process for Security staff. Maintain timesheet management process assuring the scheduling information recorded in the ISDS system is accurately reflected on the timesheet. Ensures monthly overtime is signed by staff, in addition to their timesheets. Completes monthly/mid-month timesheet records ensuring compliance with Payroll deadlines.
5%	R	E	Orders office supplies for the Security operation of the facility. Maintains adequate supply of basic stock to ensure timely filling of staff orders. Sort through incoming and outgoing mail and route to appropriate place. Process paper work and arrange for key chits to be made. Maintain files on key chits.
5%	R	E	As needed, back up to ESS1 in preparation and distribution of annual and trial service performance evaluations for management's review. Organizes and maintain the files including staff working files. Assist with interview processes as needed. Responsible for reviewing and purging files in accordance with archive retention schedules.

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 is located inside a medium security adult male correctional institution and employee may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. On a daily basis, inherent custodial duties include control of institution keys by maintaining proper custody, use and reporting discrepancies; enforcing department and institution directives for safe and secure operations/security. Employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment and contraband, and to document unusual incidents. This person is subject to recall to the institution in the event of an emergency and is to maintain preparedness for emergencies by reading and following the Emergency response Plan Manual. Maintains professional demeanor, code of ethics, and good communication to create a safe work environment. The employee in this position works in an office environment where conversations and paperwork of a sensitive nature are generated on a daily basis and must possess the ability to keep this information confidential.

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
 Institution Procedures and Post Orders
 Oregon Administrative rules (OAR)
 Oregon Revised Statutes (ORS)
 Law Enforcement Data Systems Manual (LEDS)
 Computer software and equipment manuals

b. How are these guidelines used?

These guidelines are used as reference to provide parameters within which judgments and decisions are made regarding work and program activities; to ensure uniformity and consistency in decision making; and to ensure legal requirements are met. Equipment and computer manuals are used for reference and to ensure proper operation of equipment

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 Management/Staff	Phone/In Person/Fax E-mail/In Writing	Liaison/Information/Operations	As needed
OSCI Administrators/ Program Managers	Phone/In Person/Fax E-mail/In Writing	Liaison/Information/Operations	Daily
Security Staff	In-Person/Telephone/Fax E-mail/In Writing	Provide assistance and insure security while on the job	Daily
Inmates	In Person/In Writing	Respond to Inquiries/Work assignment	Daily
General Public	Phone/In Person/Fax In Writing	Provide and/or receive information/direction	As needed
Vendors	In Person/Telephone/Fax E-mail	Verify cost/availability of materials and supplies	As needed
Outside Contractors	In Person/Telephone/Fax E-mail	Insure quality of work	On occasion
Law Enforcement Agencies	In Person/Telephone/Fax E-mail/In Writing	Provide and/or receive information/direction	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position must be acquainted with DOC and OSCI rules, policies, and procedures so appropriate decisions may be made as questions arise regarding daily inmate conduct. Order parts, materials, supplies in a timely manner so all shops can remain operational. Correct prices and account numbers for budgetary impact. Ensure shop personnel are informed of emergency repairs to avoid major catastrophes.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position? Assignments Captain.

Classification Title	Position Number	How	How Often	Purpose of Review
Correctional Captain		Oral/Written communication	Daily	Ensure consistent operation of functional unit

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

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:

Must possess knowledge of the DOC AS400 computer system. This person must possess good organizational skills.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

Note: If additional rows of the below table are needed, place curser 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