



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Department of Corrections

Facility: Coffee Creek Correctional Facility

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: <u>0100167</u>
e. Working Title: <u>Office Specialist 2</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Food Services</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>AAON</u>
k. Work Location (City – County): <u>Wilsonville-Washington</u>	
l. Supervisor Name: <u>Patrick Regan</u>	
m. 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	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. Coffee Creek Correctional Facility emphasizes implementation of the Oregon Accountability Model (OAM), which states that all staff of the Oregon Department of Corrections is responsible for contributing to long-term public safety by influencing sustainable offender change. The OAM depends upon a team approach to custody with the 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. In addition to the OAM, CCCF has established the Correctional Case Management (CCM) model. CCM emphasizes the management of inmates as a collective responsibility. The vast majority of DOC 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. Our success in carrying out our mission is dependent upon our employees, contractors, and volunteers working together towards a common goal. All staff are expected to model pro-social behaviors, reinforce positive behaviors, and redirect negative

behaviors. Communicating observed behaviors to responsible program staff, administrators, and supervisors is key to supporting the OAM and CCM.

Coffee Creek Correctional Facility is a 1,672 bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operation of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinated by the facility administration include: Health Services, Behavioral Health Services, Treatment Programs, Work Force Development, Oregon Correctional Enterprises, and Offender Information and Sentence Computation Unit.

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 secretarial, technical, or minor administrative related tasks in support of agency the Food Service section. In addition to a general knowledge of agency operations, the work performed requires knowledge specific to Food Service operations.

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 DOC 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 DOC 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 that it owns, operates, or contracts with. 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/contractor/intern. All forms of 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
50%	R	E	Clerical/Administrative. Performs clerical duties for the Food Service Manager; types a variety of correspondence, reports, memos, from rough draft or general instructions; in absence of supervisor, screens calls which can be handled by the supervisor's subordinates, or other offices; receives and reviews incoming mail, inmate kytes, and requests for information; determines requests and kytes needing further research; gathers and assembles necessary information and submits to Food Service management; responds to items not requiring supervisory review or resolution; maintains records of information received, routed, assigned, or dispersed; initiates follow-up letters or memos; organizes and maintains filing systems; maintains supervisor's calendar and schedules appointments and conferences; assures that supervisor is fully briefed on matters to be considered before scheduled meetings; maintains attendance and other personnel and payroll records for work unit; keeps logs and statistics related to program or operation; takes minutes at meetings; performs budget related activities manually or by using a computer; monitors expenditures and compiles monthly status reports; reports deviations to supervisor; develops and revises office procedures; coordinates work on assigned projects.
30%	R	E	Record Processing/Technical. Performs specialized record processing activities requiring independent judgment to make decisions or select a course of action based on laws, rules, policies, and procedures within the Food Service operation.

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

			Some examples of records processing activities are as follows: 1) reviews applications, forms, or other documents for compliance with established criteria; ensures that all necessary documentation is provided and is complete. 2) reviews, assigns cost centers, and enters purchase requests into the DOC Center 2; tracks requests to ensure Purchase Order numbers are assigned; receives orders online; determines and takes appropriate corrective action as needed; 3) reviews account transactions showing charges, payments and adjustments; determines and initiates action within established policies and procedures to resolve problems with records, billings, payments, or charges; collects and compiles data requiring specialized program knowledge as well as judgment in selecting from a variety of reports, computer printouts, logs, etc. Works closely with the Inmate Work Program Coordinator in regards to kitchen inmate job assignments. Enters greensheets into the DOC 400 to ensure proper allocation of PRAS points for inmate kitchen workers; enters job transfers for inmate kitchen workers. Reviews materials for proper completion and accuracy
15%	R	N	Information and Assistance. Responds to inquiries about food Service operations or directs inquiries as necessary; explains and clarifies rules, processes, and procedures to clientele; provides information about services available; receives incoming calls and routes calls to appropriate staff.
5%	R	N	General. Performs special assignments or duties, following established policies and procedures, as assigned and/or directed by Food Service Management. Oversees the duties of the kitchen inmate clerk.

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 on all state grounds.

Work is performed in a prison housing maximum level 5, medium level 3 & 4, and minimum level 1 & 2 inmates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive increasing the risk to 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.

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

Work assignments include walking/standing on concrete/tile floors for extended periods of time. Daily work is located in a highly active and noisy area, with work being completed on schedule. May be required to lift up to 50 pounds; may perform repetitive motions; bending, lifting overhead, and stooping may be required.

Physical exertion may be required in responding to inmates' out of control behavior, restraining inmates, breaking up fights, coming to the aid of other staff members, etc. May be exposed to communicable diseases.

Work schedule includes the potential for overtime, dependent upon the needs of the institution.

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.

ACA Standards for Adult Correctional Institutions	CCCF Procedures
CCCF Post Orders	DOC Code of Ethics and Code of Conduct
Administrative Directives (Rules, Policies)	CCCF Mission, Vision, and Values
State and Federal Statues, Court Rules	
Federal and Oregon State Health and Sanitation requirements governing Food Service Operations	
Computer software manuals	

b. How are these guidelines used?

As references to provide parameters within which judgements and decisions are made regarding Food Service and Facility activities; to ensure uniformity and consistency in decision making. Computer manuals are used for reference.

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>			
Purchasing, accounting and other DOC units	Phone/email	Information, reference, and resolve issues	As needed
CCCF staff/departments	Phone/person/email	Food service issues, inquires, notifications; backup other clerical support	Daily-as needed
Vendors	Phone/email	Support, purchasing, inquires	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions regarding time management and prioritizing work to ensure smooth operation of the Food Service section; determine work methods to achieve work objectives; determine proper level of office supplies; decisions regarding good working relationships and communications for both staff and inmates.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Food Services Manager	X7006	Verbal and written contact	Daily	To ensure proper operation of Food Services

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? _____
 How many employees are supervised through a subordinate supervisor? _____

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:

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type

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

12/29/15

Date