

The Oregon Accountability Model emphasizes the importance of criminal risk factor assessment, inmate work and programs to mitigate identified risks, staff-inmate interactions that support positive change, inclusion of families and children as a positive support in an inmate's life, successful reentry into the community, and ongoing community supervision and programming. Staff interactions with inmates on a daily basis are, without doubt, the most powerful tool to reinforce pro-social behavior. The nature of interactions with inmates is core to the ultimate success of corrections and community 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 day-to-day interactions with others.

The Hearings Unit is a part of the Office of the Inspector General, being centrally supervised, serving all institutions/facilities throughout the state. The Hearings Unit is comprised of 22 fulltime employees with a biennial budget of 3.5 million. The Hearings Unit sections are located in various institutions and/or facilities throughout the department and handle hearings on-site or telephonically to meet departmental needs.

- 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 position is to provide timely preparation and distribution of hearings records and inmate appeals of disciplinary action for the Hearings Unit. This position also requires mail communication with inmates in order to answer their questions and/or requests. In addition, this position is to establish and maintain an adequate filing system for hearings records in compliance with Oregon Department of Corrections rules.

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
40	NR	E	<p>Provide clerical support for the Hearings Administrator in the Office of the Inspector General. Duties Maintaining supervisor's calendar and inform Hearing Administrator of commitments. Make all arrangements for meetings and special conferences, including participants, agenda, location, etc. Arrange travel itinerary and accommodation. Prioritize and schedule people, events, and items requiring the attention of the Hearings Administrator. Accuracy and speed are essential.</p> <p>Tracking of assignments given by the Inspector General to Hearings Administrator. Research, locate, assemble, edit and summarize material and data for the Hearing Administrator.</p> <p>Processes Recruitments and Personnel Actions for the Hearings Office position.</p> <p>Servers as the timesheet coordination and coordinates In-service training for all staff under the supervision of the Hearings Administrator.</p>

30%	NR	E	<p>Perform a preliminary check of the forms directed to the Hearings office. Direct the appropriate correspondence to the correct hearings staff. Maintain and organize hearings administrative rule, data base.</p> <p>Compose and type a variety of correspondence, memos, letters and forms from rough draft or general instructions. Check, sort and distribute incoming and outgoing mail and faxes. Track all correspondence that comes into the Hearings Office and process with necessary response.</p>
25%	N	E	<p>Facilitate all purchasing for the Hearings Office to include utilizing AFAMIS (internal purchasing software) and Office Max purchasing on-line. Research products on-line for most cost-efficient purchase outside of contracts. Request quotes from a minimum of two vendors when preparing to order product for purchase. Prepare memos to accounting for incoming invoice payments.</p> <p>Track all inventory for Hearings Office, maintaining supply quantities.</p> <p>Track all equipment issued by staff for inventory purposes.</p> <p>Serves as back-up to the other Office Specialist in the Office of the Inspector General.</p>
5%	N	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.

The person in this position has inherent custodial duties that may include the charge and control of inmates involving hearings or other assigned tasks, which can pose a risk of physical injury. The person in this position also assists the institution/facility as a team member in the prevention of escapes by proper control of keys, tools, other critical materials and contraband, as well as documenting unusual incidents as they occur. Work may require climbing stairs, contact with adult felons or hazards in a general office environment. Staff is subject to membership in PERS under designation of police officer due to custody, supervision, and control of inmates in a penal setting.

This position is subject to call back in the event of an emergency and assignment to any position at the institution/facility. Although of minimal risk, major disturbances, insurrection and riot are possibilities that may result in bodily injury to the person in this position.

The person in this position may be required to work within any of the maximum, medium, or minimum-security prisons/facilities. This work may require travel, including overnight travel, to a facility other than that to which the person in this position is normally assigned.

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.

Oregon Revised Statues
 Department of Corrections Administrative Rules and Policies
 Institution procedures
 Hearing Support Staff guidelines

- b. How are these guidelines used?

These guidelines mandate complex procedures for scheduling hearings; preparation and timely distribution of hearings records; and retention of said reports.

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>			
Hearings Administrator	Phone/person/email	Direct supervision	weekly
Hearings Officer/Investigator	Phone/person/email	Information sharing/coordination of work assignments	daily
Functional Unit Managers from all DOC facilities, State Police	Phone/person/email	Resolution/investigation into formal hearings information	occasionally
Other Institution staff and some inmates	Phone/email	Information sharing	occasionally
Other state agencies	Phone/person	Information sharing	daily
Parole Board, Attorney General's Office, Public Defender's Office	Phone/email	Information sharing/coordination of work assignments	seldom
	Phone/email	Information sharing	occasionally

SECTION 7. POSITION RELATED DECISION MAKING

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

Hearings Support Staff establish priorities to ensure all records, notices of hearing, and hearings are scheduled within the established time lines in accordance with department rules, policies and procedures. Inmates have certain rights under Rule 291.105 "Prohibited Inmate Conduct and Processing Disciplinary Actions" that have timelines. It is incumbent on Hearings Support Staff to distribute results of said hearings timely.

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".

Hearings Administrator	8919006	Reviews and evaluates work performance	As needed	To ensure timely operation of the hearings office in each facility
Lead worker Hearings Officer	0700653		As needed	Answer questions and help with priorities
Hearings Officer(s)	9101001,9512355		Daily	Day-to-day guidance

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
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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".

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, employees name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

5/14/2010
Date

Appointing Authority Signature

5/14/2010
Date