



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
05/16/2011

Agency: Department of Corrections

Facility: Professional Development Unit

New Revised

This position is:

- Classified
- Unclassified
 - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION – WOC as Administrative Specialist 2 / C0108

a. Classification Title: <u>Exec Support Specialist 1</u>	b. Classification No: <u>C0118</u>
c. Effective Date: <u>07/01/2009</u>	d. Position No: <u>1300480</u>
e. Working Title: <u>BCC Administrative Assistant Professional Development Unit</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Unit</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Salem- Marion</u>	
j. Supervisor Name (optional): <u>Jeanine Hohn</u>	
k. 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	
l. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	
m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.

The Human Resources Division manages the personnel-related services of recruitment, affirmative action, employee development and training, employee safety and risk management, organization and leadership development, and consultation and assistance in administering the departments' classification, compensation, human resources policies, and labor contracts. The division develops and implements a comprehensive, full-service human resources program that enables the department to effectively recruit, develop, and retain a highly qualified and rapidly growing workforce of employees, volunteers, and contractors.

The Professional Development Unit is a part of the Human Resources Division. The function of this section is to assist the Department's institutions and functional units and the employees therein in achieving the Department's mission and goals by developing, coordinating, delivering and evaluating

a variety of employee development programs intended to enhance knowledge and skill while fostering cooperation. The programs include Basic Corrections Course, New Employee Orientation, Contractor Orientation, annual In-Service training, Basic Firearms training, Preparation for Supervision, Instructor Development, Tactical Emergency Response Team Basic training, and other content-specific instructor training opportunities. In addition, the Professional Development Unit provides work-site consultation to intact work groups and teams in order to support program direction and operations, and to identify and provide internal and external developmental resources. The Professional Development Unit is also the principal point of contact for coordination of certification with the Department of Public Safety Standards and Training for the Department's employees covered under the DPSST statutes.

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 confidential support and perform administrative duties for the Professional Development Administrator and staff. The primary focus of this position is to ensure that both the immediate and long-range functions of the central Professional Development Unit office in Salem are conducted efficiently, productively, and with a focus on customer service. The incumbent in this position ensures that sufficient resources are available to training section staff according to the needs of the various training programs and support systems statewide.

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.

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 owned, operated, or contracted. 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/contact/intern workers. 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
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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".

20%	R	E	<p><u>PDU Administrative Duties:</u> Assists the Professional Development Unit Administrator and Assistant Administrator of Professional Development Unit in developing and implementing program policies and procedures. Helps resolve program problems and participates in discussions of program goals and objectives.</p> <p>Maintains, tracks, and reports progress on Professional Development Unit goals and objectives.</p> <p>Performs research activities as directed and assembles data for the Professional Development Unit Administrator and Assistant Administrator from a variety of sources to provide information and special reports required by the Human Resources Administrator.</p> <p>Compiles information used in the preparation of the HR Division biennial budget, monitors monthly expenditures against adopted budget. Sets up and maintains division spreadsheets on Excel. Reviews budget status with Professional Development Unit Administrator and Assistant Administrator.</p> <p>Assists in legislative tracking activities by working with the Public Affairs Office to obtain information on scheduled work sessions and hearings, maintaining a central filing system for Professional Development Unit agency related legislation, and/or supporting testimony.</p>
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Assists in the policy and rulemaking process including maintaining appropriate records for agency related Administrative Rules sent to the department's Rules Coordinator.

Delivers training in office procedures to new and existing employees.

May provides assistance to other sections.
Other duties as assigned.

70%

R

E

BCC Administration: (Basic Corrections Course)

Certification Processes:

Liaison between DOC and DPSST, compiling and providing accurate and timely documentation as needed for certification of security staff; works closely with DPSST Certification and Standards staff to ensure eligibility of certification process. Maintains and audit all BCC student files during certification process to ensure all paperwork necessary is complete, consistent, and submitted to DPSST in a timely manner.

Sends out documents to PDU Training Staff on deficiencies or missing paperwork when closing out BCC class notebooks. Tracks timely return of documents.

Review internal processes used for maintaining student files, class binders and any other paperwork needed to comply with DPSST standards. Make any necessary adjustments to streamline processes and provide updated written process/procedures to PDU Administrator for distribution.

Processing of all BCC Instructor Applications (F-9), Reviews application for completeness, submit application to PDU Administrator or designee for authorizing signature, send completed documents to DPSST for approval. Maintain electronic and manual filing systems for F-9's and completed certifications.

Reviews and processes for completeness all New Hire Training Registrations, liaison between DOC and DPSST to have student paperwork within the timeline allotted

General BCC Administration:

Maintain BCC forms. Update or create new forms as necessary or as requested by PDU Administrator or Trainers.

Maintain BCC costing tool, student progress tracking reports, enters trainees Personal Learning Events (PLEs) into iLearn.

Process student tests and create scoring memorandums for use by DPSST and Trainers. File and maintain security of completed tests. Maintain security of all testing documents.

Assist with the BCC Graduations; creating awards, preparing certificates, arranging venues, scheduling guest speakers and coordinating logistics.

Operates personal computer, iLearn, Adobe, word processing equipment and various software programs in the preparation of correspondence, memos, charts, graphs and tables. Composes and types replies to correspondence for the Administrator, Assistant Administrator and Professional Development Unit staff. Distributes reports and prepares briefing documents for meetings. Copies and faxes material/responses as appropriate and necessary.

Completes the BCC Quarterly report for DPSST Corrections Policy Committee (CPC)

10%

R

E

Office Management Support:

Maintains continuous liaison with agency Management Team to coordinate commitments. Maintains the Administrator and Assistant Administrator of Professional Development Unit's calendars, schedules, appointments and meetings. Assists Administrator, Assistant Administrator and the Professional Development Unit staff in organizing meetings with outside agencies. Makes arrangements for meetings and special conferences; arranges travel itinerary and accommodations; prepares and submits travel and expense claims for Professional Development Administrator, Assistant Administrator, and Professional Development Unit staff.

Processes confidential information related to all aspects of Human Resources for PDU. Locates, assembles, edits, and summarizes material, information, and data for administrative action. Maintains files of correspondence, documents, reports, instruction and similar material requiring rapid retrieval. Maintains tracking system for correspondence/questionnaires/ assignments from Director's Office and others, which are distributed to staff for response to ensure timeliness.

Assigns keys and security codes for division staff. Updates staff phone/address list to enable staff to immediately contact one another.

Operates personal computer, word processing equipment and various software programs in the preparation of correspondence, memos, charts, graphs and tables. Composes and types replies to correspondence for the Administrator, Assistant Administrator and Professional Development Unit staff. Distributes reports and prepares briefing documents for meetings. Copies and faxes material/responses as appropriate and necessary. Takes minutes at meetings.

Performs a variety of liaison activities on behalf of the Administrator and Assistant Administrator of Professional Development unit with department managers/staff and outside agencies. Receives scheduling requests and arranges meetings/times/ locations with other department assistant directors, managers/staff and others, including legislators, Governor's Office, Department of Administrative Services, and the Attorney General's Office. Arranges interview schedules for employment applicants.

Reads and reviews all mail delivered to the Professional Development Unit Administrator and Assistant Administrator. Determines necessary action required and handles personally or gives to appropriate section or staff member.

Completes special projects/assignments for the Professional Development Unit Administrator and Assistant Administrator.

Receives and screens telephone calls and visitors, answers questions, provides information, resolves problems, responds to complaints, or routes caller/visitor to appropriate official for action.

Coordinates NIC trainings/videoconferences: arrange for site locations, prepare announcement for e-mail distribution, and prepare handouts for contact staff throughout the state.

Researches products, prices and trainer needs to assess the most cost-effective approach to purchase. Enters requests, tracks deliveries, receives on-line and notifies Accounting when appropriate. Orders supplies for Professional Development Unit staff.

Coordinates with trainers to ensure that all classroom training materials including notebooks, handouts, packets and certificates are accurately and timely delivered; originates copy center orders as necessary.

Enters requests, tracks deliveries, receives on-line and notifies Accounting when appropriate. Orders supplies for Professional Development Unit staff.

Assigns & distributes work; reviews completed work, interviews and hires or effectively recommends hiring clerical staff; trains employees; provides input into performance, prepares position descriptions; involved in finding solutions for problems related to the work performed by clerical staff assigned to PDU.

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.

Office environment requires confidentiality, tact and sensitivity. Occasional travel and overtime to meet deadlines may be required. Working at a computer for extended periods of time.

Is expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; 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.

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 Department of Corrections mission, vision, values, rules and policies
- Oregon Department of Administrative Services personnel rules and procedures
- Collective bargaining agreements
- Other pertinent state and federal employment statutes and regulations
- American correctional Association Standards and training
- Various supplementary materials
- DPSST Administrative Rules

b. How are these guidelines used?

These guidelines are used to determine compliance and deviation from accepted standards in Department Training programs; to design and control program delivery; to reference statutory or administrative authority; to establish program priorities; and, to frame a cohesive training and organizational development program in support of the Department's mission, vision, and values.

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 Exec Staff	In person, phone, email	Program review and approval	Weekly
DOC Staff	In person, phone, email	Training related questions	Daily
External Public Safety staff (NIC, DPSST, local agencies)	In person, phone, email	Program coordination and delivery	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position must maintain confidentiality related to Human Resources. Prioritizes and schedules personal workload to assure timely response to department and individual project needs, providing complete and accurate information, reports or materials needed to carry out the mission of the department. This position must work with a high degree of independence under general direction of the assistant director/administrator. Consults with supervisor as necessary to obtain direction, clarification of expected results, confirms interpretation of regulations, and seeks guidance in complicated or unclearly defined areas. Decisions made by this position are a direct reflection of the Professional Development Unit Administrator and the administration of the divisions and the department.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PDU Administrator	8700504	In person consultation, phone consultation, staff meetings, email	as needed	Program oversight and development, policy interpretation and state wide consistency
PDU Assistant Administrator	0500125	In person consultation, phone consultation, staff meetings, email	Daily	Program oversight and development, policy interpretation and state wide consistency

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

- 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

The incumbent in this position has access to personnel-related information of a confidential nature and must possess good organizational, word processing and oral/written communication skills.

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 curser at end of a row (outside table) and hit "Enter".

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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