



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
04/07/16

Agency: Oregon Department of Corrections

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>Administrative Specialist 1</u>	b. Classification No: <u>CO107</u>
c. Effective Date: <u>6/1/1998</u>	d. Position No: _____
e. Working Title: <u>Information Request Specialist</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Offender Infor & Sentence Comp</u>	h. Budget Auth No: <u>35912300</u>
i. Employee Name: _____	j. Repr. Code: <u>AAON</u>
k. Work Location (City – County): <u>Wilsonville - Washington</u>	
l. Supervisor Name: <u>Amy Bailey</u>	
m. Position: <input 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.

This position is in the Department of Corrections, which confines approximately 14,600 inmates in 14 prisons. The Offender Management and Rehabilitation (OMR) Division staffing includes 198 funded positions as well as contracting with approximately 250 individuals and over 2500 community volunteers. The biennial budget exceeds \$68 million, which includes general fund, other funds and federal funds. The OMR Division encompasses 11 units, which as combined, oversee and inmate's correctional plan starting from the time the offender's judgement is ordered to their release into the community. This division provides a continuum of evidence-based program interventions as well as other opportunities and tools to inmates to enhance their transition to Community Corrections partners. This position supports the Assistant Director, Chief Administrator and the unit Administrators of the OMR Division. The Assistant Director, Chief Administrator and OMR Division Administrators direct the following functions for the Department: institution programs, treatment, and offender management services policies and operations; alcohol and drug treatment; cognitive restructuring; education, inmate intake and assessment; classification & transfer; transition and release; offender information & sentence computation; inmate services; religious services; victim services; volunteer services and inmate and community advocacy. The incumbent is a direct participant in the mission of the Department and the division, in the management of the division, and in the planning and evaluating the division's efforts to fulfill its mission. The Offender Management and Rehabilitation Division is responsible for carrying out the ODOC mission to reduce the risk of future criminal conduct by those offenders who are either incarcerated or transitioning from prison back into the community and for those offenders on supervision in the community.

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:

Manage and coordinate the process of all OISC Central Records responses to requests for information and provide administrative support for the OISC Central Unit.

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.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

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>			
40	NC	E	<p><u>Information Requests:</u></p> <ul style="list-style-type: none"> • Receives public records requests from attorneys, media, Department of Justice, Courts, Department of Veterans Affairs, Social Security Administration, and the Department of Corrections, Community Corrections and other law enforcement agencies and the public via email, postal service, and the telephone and in person. • Investigates and responds to email requests from the DOC website as a contact person for offender information. • Evaluates requests for public information by applying relevant laws, rules, policies and procedures to individual information requests. Reviews inmate files for information that is exempt from release while considering the public's right to know in relationship to the client's right to privacy. Examines and searches offender files including microfilm, electronically scanned and stored documents, and paper copies located within the OISC Central Unit and in institution records offices throughout the state as well as at the State Archives building and the archives warehouse. Determines standard for release of information is met in each case by applying pertinent public information law and Department of Justice opinion to each varying circumstance. • Replies to information requests in writing once legal sufficiency standards are met stating whether the DOC is the custodian of the information, the nature of the information requested, number of pages, cost of copying and mailing information and the timeframe for completion of the project. • Identify and build necessary changes into the Access database based on evaluating the processes within OISC and the need to track additional information

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NC

NE

regarding records requests. Make necessary changes within Access to allow for additional tracking requirements as they occur in response to changes in rules, policies, and procedures and Attorney General's opinions.

- Tracks records requests in Access database ensuring compliance of the retention schedule for all records requests, requesting party, types of information supplied, types of information redacted from the files, reason for the redaction and laws restricting the release of the information, cost of supplying information, and date of completion.
- Supplies requesting party with appropriate copies of documents once payment is received. Issues a bill for the remaining fee if the estimate of cost differs from the actual cost of supplying the documents.
- Submits the check or money order received as payment for the information request in accordance with DOC rules, policies and procedures. Resolves any past issues and discrepancies regarding information requests and payment issues.

40

NC

E

- Explains pertinent laws, rules, policies and procedures pertaining to inmate records requests to attorneys, media, Department of Justice, Courts, Department of Veterans Affairs, Social Security Administration, the Department of Corrections, Community Corrections and other law enforcement agencies and the public.
- Removes classified information from copied documents prior to release of information to requester.
- Reviews current rules, policies and procedures pertaining to inmate records retention and the release of public information to ensure compliance with current laws and Department of Justice opinions. Drafts and submits necessary changes to policies to guarantee compliance with current public records law. Trains unit staff regarding issues pertaining to public information law.
- Create and update records request training manual for use by all staff within the Offender Information Central Unit to ensure consistency in regards to the release of public information.

10

NC

NE

Other Duties:

- Other duties as required to ensure smooth functioning of the OISC Central Unit.
- During emergencies may be assigned other duties and alternate worksite.
- When assigned, participates on unit committees and workgroups dealing with record management, CIS, rule or other OISC related matter.

E

- Attend court when required via subpoena

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.

Work is performed in an office setting and includes extended periods of time sitting at a computer terminal, extended periods of time standing, frequent telephone conversations, research in policy / office manuals, bending, stooping and stretching to reach / obtain / maintain inmate files. Incumbent must be able to move full boxes that may weigh 35 pounds.

Contact with inmates is likely and the possibility of exposure to material of a graphic nature and to dangerous situations (e.g. verbal or physical assault) does exist. The inmates have the potential for becoming angry, hostile, abusive, and aggressive, increasing the risk for 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.

May include travel by state vehicle (employee may be required to provide own transportation in performance of duties which is compensated within state rates) to attend meetings/trainings.

This position is located at Coffee Creek Correctional Facility, OISC Records Office, Building Z, Wilsonville, Oregon.

Coffee Creek Correctional Facility is tobacco free. Uses of tobacco products are prohibited within the buildings or on the grounds.

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.**

DOC Rules, Procedures & Guidelines

Oregon Administrative Rules

DOC Administrative Directives

Oregon Revised Statutes

OISC Operational Procedures

Attorney General Opinions

LEDS Manual

OJIN Manual

Attorney General's Public Records and Meetings Manual

- b. How are these guidelines used?**
-

These guidelines are used to ensure compliance with applicable regulations and standards for equal and consistent treatment of inmates, assist in applying the policies and procedures, and to apply these interpretations to specific situations. While these guidelines cover basic situations, they do not provide or supply answers to the many combinations of problems that the incumbent must resolve.

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 Staff	Phone/face to face/email	Explain rules, policies and procedures, information sharing	Daily
General Public	Phone/mail/email	Explain rules, policies and procedures, information sharing	Daily
Community Corrections	Phone/mail/email	Explain rules, policies and procedures, information sharing	Daily
Media	Phone/mail/email	Explain rules, policies and procedures, information sharing	Occasional
Attorneys	Phone/mail/email	Explain rules, policies and procedures, information sharing	Daily
Department of Justice	Phone/face to face/email	Investigation, resolve discrepancies, information sharing	Daily
Other law enforcement and government agencies	Phone/mail/email/	Explain rules, policies and procedures, information sharing	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

- Decisions are specifically related to determining legal sufficiency of information requests, explaining information and decisions related to laws, rules, policies and procedures, prioritization of work and completion of tasks. Independent judgments are required that help to develop procedures, systems and forms necessary to complete work and ensure legal compliance regarding the release of information and delivery of services to the DOJ, DOC, and other public and private agencies and the public.
- Decisions specifically related to the release of offender information, poor decision-making may result in:
 1. Litigation against the OISC Unit and/or Department of Corrections.
 2. The potential for compromising the security of the Department and individuals in the community.
 3. Increased security risk to ODOC employees and other institution staff.
 4. Potential for errors in other states and counties relating to parole releases.
 5. Incorrect sentencing due to incomplete criminal history at trial.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principle Executive Manager B	0024003	Discussion with employee	Weekly	Provide guidance and direction

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

- Obtain and maintain LEDS certification

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, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date