STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 02/05/13

This position is:
- ☒ Classified
- ☐ Unclassified
  - ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Office of Inspector General

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Office Specialist 2	b. Classification No:	C0104
c. Effective Date:	07/01/97	d. Position No:	9702612
e. Working Title:	Office Support Specialist	f. Agency No:	29100
g. Section Title:	IG Office	h. Budget Auth No:	00664590
i. Employee Name:		j. Repr. Code:	AAON

k. Work Location (City – County): Salem - Marion

l. Supervisor Name (Optional): Marica G. Ventura-Office Manager

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. Eligible for Overtime: ☒ 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.

The DOC Office of the Inspector General comprises Special Investigations, Hearings, Security Threat Management, PREA and the Intelligence Unit. Through close and stream lined collaboration among the units, this division is charged with supporting the agency's mission through collaboration with internal and external stakeholders. Key functions include management of individual inmates that present an elevated security threat risk based on intelligence; providing investigative services to all DOC institutions; and facilities regarding suspected wrongdoing by inmates, staff, contractors, volunteers and visitors; conducting disciplinary hearings in accordance with established rules and relevant case law for inmates accused of rule violations; provide uniform guidelines and procedures to reduce the risk of prison sexual assault and sexual activity; leading oversight functions for the Department on behalf of the Director and Deputy Director; and coordinating agency rulemaking.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to

keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public 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 their day-to-day interactions with others.

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 confidential support services to the Special Investigations Unit to ensure that the office is run in an orderly fashion. This position disseminates information on behalf of the IG Administrators, to carry out plans and activities for the Special Investigation Unit, and to provide assistance in other areas

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize his/her 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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
70%	NC	E	Create, label and maintain all investigative files and their database tracking system. Enter pertinent case information into the tracking database. Retrieve information from the database pertaining to cases when needed.

			Distribute investigations to Department of Justice, Oregon State Police and other appropriate stakeholders. Communicate and resolve issues for staff, outside stakeholders, and the public by e-mail and/or telephone. Submit requests for new employees to have appropriate access to all Office of Inspector General's computer accounts through internal channels. Submits IT tickets when issues occur with SIU inspectors' computers and/or software. Train all volunteers' and/or new employees' on SIU report forms, support duties including data-entry, purchasing through the state system (AFAMIS).
30%	NC	E	Track and process all Use of Force Reports for the Office of the Inspector General, including the supporting CD's and DVD's. If a full review is required, prepare a Use of Force Review. Involving: Prepare review file by requesting staff training records and other documents pertaining to the incident. Schedule requested panel members and place requests for interviewees' to attend. Collaborate with Superintendents' support staff to schedule date, time and location of the review. After completed review: Proofread all comments and recommendations complete final documents and forward to Chief Investigator for review. Once approved, review is distributed to Superintendents, Institution Administrator and Assistant Director of Operations for final action. 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 Office of Inspector General and process with necessary response. Facilitate all purchasing for the Special Investigations Unit 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. Track all inventory for Special Investigations Unit, maintaining supply quantities. Track all equipment issued by staff for inventory purposes. Track all vehicle maintenance and check-out schedules, including reservations for vehicles issued to Special Investigations Unit. Coordinate travel arrangements for the Special Investigations Unit staff. Responsible for motor pool vehicles assigned to the Office of Inspector General. Make arrangements for services on the vehicle when they are due for service.

	Travel to and from various institutions around the state to handle the sections recordkeeping during searches.

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.

Will be expected to share the mission, vision, and core values of the department and division; 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.

Office environment requires confidentiality, tact and sensitivity. Occasional travel to other part of the state may be required. Working at a personal computer for extended periods of time required. Required to work overtime on occasion to meet deadlines. Occasional lifting of file archive boxes weighing 10-15 lbs. may be required. This position will have indirect inmate contact. Regular and consistent attendance is an essential function of this position with the Special Investigations Unit.

The person in this position will be required to cross train with two (2) other Office Specialist 2's in Hearings and Intelligence Unit.

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, Procedures, Directives, and Letters of Agreement.
Office protocols and desk manuals.
Labor Agreements

b. How are these guidelines used?

All of these are used as a guideline to meet the mission of the Oregon Department of Corrections and provide the scope of authority to the employee. DOC Administrative Rules and Policies clarify and implement statues signed into law. Labor Agreements provide working agreements between management and represented employees related to working conditions, pay and other areas of concerns.

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?

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

Other Department Staff	E-mail/Telephone/In Person	Rules/Policy/Information	Daily
Other agencies	E-mail/Telephone/In Person	Provide Information	Daily
General Public	Phone	Provide Information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Prioritize work within established guidelines – to meet deadlines.
Determine work methods – to achieve work methods.
Distribution and filing of documents – for quick retrieval of information.
Response to unexpected emergencies.
Track assignments to ensure efficiency

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review

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

Executive Support Specialist 2	9500005	Discussion	Daily	Accuracy, standards and compliance.
Principal Executive/Manager E	6000903	Discussion	As Necessary	Accuracy, standards and compliance

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

Managing of time and paper flow for Special Investigations staff.
Occasional out-of-town travel to meetings, etc.
Operates video display terminal and personal computer
Must be able to operate a personal computer with work processing capabilities – essential.
Must to able to keep confidences because of the sensitive issues involved in the Special Investigations Unit – essential.
Basic knowledge of database programs (i.e., Microsoft Access)
Basic knowledge of spread sheet programs (i.e., Microsoft Excel)
Must possess and maintain a valid Oregon driver's license.

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	Date