



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:  
6/27/16**

**Agency:** Oregon Department of Corrections

**Facility:** CTRS

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>8913115</u>	
e. Working Title: <u>Program Support</u>		f. Agency No: <u>29100</u>	
g. Section Title: <u>Diversity and Inclusion</u>		h. Budget Auth No: <u>000110130</u>	
i. Employee Name: _____		j. Repr. Code: <u>AAON</u>	
k. Work Location (City – County): <u>Salem-Marion</u>			
l. Supervisor Name: <u>Gary Sims</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		If Exempt: <input type="checkbox"/> Executive	
<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional	
		<input type="checkbox"/> Administrative	
o. 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 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. The Department recognizes that this mission is best accomplished when employees are trained and supervised in their individual job duties, are positive and supportive of one another in their work and have the ability to recognize the important influences that backgrounds, values and beliefs can have on the day to day actions of their coworkers and on the success of the work they do with offenders held in custody.

The Diversity, Equity and Inclusion Program was created to lead the Department's implementation of the Governor's Executive Order 05-01 outlining Oregon's expectations for affirmative action, diversity, equity, and inclusion in the State's workforce. The Program also addresses the implementation of state and federal civil rights and equal access legislation. In addition, recognizing ongoing changes in Oregon's growing population, the importance to the success of the Department's mission of the development of a workforce with skills in Cultural Competency was addressed in a 2009 DOC Strategic Initiative. This initiative set expectations; outlined policies, described training and established accountabilities intended to increase Cultural awareness and Competency in the Department's workforce.

The DE&I Program is the focal point for numerous Departmental and shared initiatives statewide. By providing leadership, direction and coordination within the Department, best practices can be identified and shared, program progress can be effectively monitored and consistency in the ongoing implementation of strategic initiatives will, with awareness, measurement, analysis, communication and management, be fully realized.

The Diversity, Equity and Inclusion Program consists of a Program Administrator, support staff, and the assigned staff, interns and volunteers in various functional units statewide, all sharing roles in the Department's mission and participating in initiatives to improve diversity, equity, inclusion and cultural competency.

**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:**

This position exists to provide secretarial, technical and administrative support in the activities of the DE&I program through the establishment and maintenance of records and reports, the organization and staffing of meetings and presentations and the coordination of schedules, communications and correspondence.

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### **SECTION 3. DESCRIPTION OF DUTIES**

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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
50%	N	E	Provide secretarial, technical and administrative support to the DE&I Program Administrator and staff, managing correspondence, schedules and telephone communication in the Program office
20%	N	E	Initiate and maintain records and file reports of the activities, programs and processes of the DE&I program
15%	N	E	Provide staff support to committees, work groups and task forces in conjunction with activities, initiatives and roles they share with the DE&I Program
15%	N	E	Act as primary Program point of contact with legislative and State Agency offices, Consulates and community organizations. Respond to inquiries about specific agency/program information and services and directs, as necessary; explains and clarifies rules, processes, and procedures.
10%	N	E	Perform other duties such meeting scheduling, organization or presentation coordination; take minutes; mail sorting; make travel arrangements and prepare travel vouchers; and 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.**

Normally works in a well-lighted and ventilated office environment. Position responsibilities will occasionally require working inside prisons of all levels of security (minimum, medium, maximum, and close) and the communities statewide in which they are located. Contact with Adults in Custody may pose certain risks. Prison environments bring an increased risk of physical injury, death, and/or being taken as a hostage. There is a risk of exposure to communicable disease, including Hepatitis B. Immunization against Hepatitis B is provided. Travel by vehicle or air will be required. Occasional weekend or evening work may be necessary.

**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.**

- Directives issued by the Governor, Director, Deputy Director and Assistant Directors regarding the ongoing management of the Department and Program,
- Directives and memoranda issued by the DE&I Administrator pertaining to the operation of the Program,
- Oregon Revised Statutes (ORS's) and Oregon Administrative Rulers (OAR's),
- Policies and Procedures of the Department of Corrections,
- Rules, Policies and Procedures of other State Agencies where appropriate,
- Local, State and Federal regulations and professional standards such as those establishing requirements for building, environment, labor relations, procurement, financial management, human relations, or civil rights.
- Books and manuals describing industry 'best practices' in the operation of administrative services and records management.

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

As reference documents and to provide a framework for the performance of duties. These guidelines may also be used for research purposes or in making decisions. This position must have knowledge of the above guidelines and regulations and the ability to use and interpret them to find answers to questions.

**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?
Program Administrator	Telephone/Writing/Person	Information/consultation/Direction	Daily
DOC Mgmt & staff	Telephone/Writing/Person	Information/Meetings/Questions	As Needed
Program staff and participants	Telephone/Writing/Person	Information/Meetings/Questions	As needed
Gov. Agencies	Telephone/Writing/Person	Information/Meetings/Questions	As Needed
Governor's Office	Telephone/Writing/Person	Information/Meetings/Questions	As Needed
Community Groups	Telephone/Writing/Person	Information/Meetings/Questions	As Needed
Community Officials	Telephone/Writing/Person	Information/Meetings/Questions	As Needed

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

## SECTION 7. POSITION RELATED DECISION MAKING

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

Under the direction of the Program Administrator and in conjunction with Program Staff, this position initiates and maintains office operational systems to ensure the successful coordination of the various activities of the Program. Working with representatives of other Agencies and functional units within the Department of Corrections this position determines tasks and work flow to meet deadlines and to coordinate the completion of presentations, reports and reviews.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
PEM-G Diversity and Inclusion Administrator	5000603	Informal/Formal	Informal: periodically Formal: Annually	Program Competence
ESS-1		In person and in writing	As needed	To coordinate activities within the Program

## 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?

- |  |   |
|--|---|
| <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:

This position will require LED's certification within 2 months of appointment.

This position requires competence in PowerPoint and Excel, including a working knowledge of statistics, research, data collection, planning, and reporting is helpful. Ability to create graphs and present statistical information. Strong writing skills are required.

Must be organized, efficient, and timely in projects.

Must maintain a valid Oregon's driver's license or provide alternate method of transportation as needed to attend trainings or meetings.

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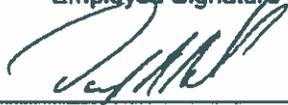
*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

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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  
  
\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date  
9-1-2016  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date