



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:  
6/28/16**

**This position is:**

**Agency:** 29100

**Division:** Oregon Department of Corrections

New  Revised

- Classified
- Unclassified
- Executive service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

**SECTION 1. POSITION INFORMATION**

a. Classification Title:	Principal Executive Manager C	b. Classification No:	X7004
c. Effective Date:		d. Position No:	7083.208
e. Working Title:	Correctional Rehabilitation Manager	f. Agency No:	ODOC
g. Section Title:	Correctional Rehabilitation Unit	h. Budget Authorization No:	40902300
i. Employee Name:		j. Representation Code:	MMS
k. Work Location (City-County):	Salem, Marion		
l. Supervisor Name (optional):	Dave Wilson		

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 checked="" type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive	o. Eligible for Overtime:
	<input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional	<input type="checkbox"/> Yes
			<input checked="" type="checkbox"/> Administrative	<input checked="" type="checkbox"/> No

**SECTION 2. PROGRAM AND POSITION INFORMATION**

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

This job exists in a Level 3-4 facility providing incarceration and correctional rehabilitation services for approximately 895 inmates. The Oregon State Correctional Institution ensures the safe, secure, and orderly management of the Institution in accordance with the Department of Corrections Rules and Procedures as well as Oregon State Correctional Institution Procedures and Post orders. The Department of Corrections is required to provide secure confinement for convicted felon offenders in the State of Oregon. The Oregon State Correctional Institution has a staff of approximately 242.

- The Oregon Accountability Model (OAM) depends upon a team approach to custody with the 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 DOC 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 OAM.

- In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

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:

Plans, organizes, leads, and controls the activities of the Correctional Rehabilitation Unit which is responsible for inmate programs, custody classifications, and visiting.

The purpose of Correctional Rehabilitation Unit is to provide a variety of activities and services, which (1) reduce inmate idleness within the institution; (2) provide opportunities for self-improvement for those inmates who choose to participate. Self-improvement and rehabilitative opportunities for inmates are provided through workforce development and training, treatment services, cognitive restructuring skills programs, and community based liaison activities; (3) ensure appropriate inmate classification and assignment; and (4) encourage continued contact with the community.

### SECTION 3. DESCRIPTION OF DUTIES

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) functions.

% of time	N/R/NC	E/NE	DUTIES
35%		E	<p>The Oregon Accountability Model (OAM) depends upon a team approach to custody with both security-series and non-security personnel communicating effectively to maintain safe, 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.</p> <p><b>SUPERVISORY/OPERATIONS.</b> Supervises the Correctional Rehabilitation Unit to include counseling and visiting. Assigns work, evaluates, and writes annual performance appraisals in a timely manner. Selects and effectively recommends hiring of new staff, conducts periodic performance reviews with staff, promotes a discrimination and harassment-free work place; helps maintain a safe, secure, and clean work environment; investigates performance and/or other problems and recommends disciplinary action; makes decisions not resolved at lower level regarding inmate custody classifications, programs outside the institution, work assignments, transfers to other institutions, supervised trips. Reviews eligibility for outside work crews for placement in Custody Levels 1 and 2 facilities, release plans, static 99, and adjustment to the Final Order.</p>

15%	<p><b>GENERAL ADMINISTRATION/BUDGET OVERSIGHT &amp; PROGRAM ACCOUNTABILITY.</b> Maintain all sections within their budgeted biennium funding allocations. Prepares, assembles, justifies budget requests, and monitors expenditures from fund allocation as they relate to department, institution, and agency objectives. Plans and prepares program proposals for providing education, treatment, and life skills training to inmates through contract services. Ensures the Oregon Correctional Plans are developed and followed for consistency and assures that inmates continue in programs throughout their incarceration with ODOC. Takes necessary action to implement changes where indicated.</p>
10%	<p><b>VISITING.</b> Co-supervises the visiting operation—responsible for the administration process. Conducts visitation reviews that cannot be resolved at a lower level involving inmates and visitors to the institution and makes recommendations to the Superintendent regarding termination of visiting privileges at the institution. Approves special visiting</p>
10%	<p><b>PROGRAM PLANNING/PROBLEM RESOLUTION.</b> Interviews inmates and/or inmate family members for resolution of institutional program planning problems that cannot be resolved at a lower level. Develops and implements caseload management for efficiencies and helps to manage special programs.</p>
10%	<p><b>STAFF DEVELOPMENT.</b> Identifies training needs and arranges/schedules the staff training. Develops staff training focused upon enhancing overall Correctional Rehabilitation Unit operations and efficiency. Encourages upward mobility, training, and individual personal achievement through in-service and out-service training, seminars, technical assistance programs/activities, and interagency resource sharing.</p>
10%	<p><b>MEETINGS.</b> Conducts and attends meetings corresponding with the duties of the office ( i.e., Operations, ODM, SNIEC, PAC, and Correctional Rehabilitation Unit Managers meeting) to plan and implement a full range of inmate services focused on rehabilitation and reintegration within the community. Conducts meetings with resource persons related to various specialized programs and problems. Prepares monthly reports and other special reports as required.</p>
5%	<p><b>AFFIRMATIVE ACTION.</b> Monitors the Equal Employment Opportunity/Affirmative Action Program as applicable to the sections under supervision. Encourages aggressive hiring action to comply with all applicable laws and departmental directives.</p>
5%	<p><b>OTHER DUTIES AS ASSIGNED.</b> Completes other assignments for Assistant Superintendent of General Services or Superintendent. Acts on behalf of the Superintendent on an on-call 24 hours per day for consecutive days as scheduled (Officer-of-the-Day). Performs other duties as assigned.</p>

#### 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.

Employee will be 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.

Office is located within a correctional institution setting. Daily contact with inmates, which involves risks common in a penal setting. Some travel and use of State vehicles. Working nights and weekends are required for program and other required institution supervision needs. Supervision of inmates in an office is minimally required.

#### 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, OSCI Policy and Procedural statements, ORS Statutes, AFSCME Contract, Multi-State Standards.

- b. How are these guidelines used?

ORS Statutes are used to determine options available or mandated for inmates. Department of Corrections Rules and OSCI policy and procedural statements are used as related to delivery of Correctional Rehabilitation Unit to inmates (counseling, visiting, and mail). AFSCME contract is used in dealing with personnel matters. Multi-State Standards set guidelines and operational order in the administration of the institution.

#### 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?
Inmate	In Person, Correspondence	Resolving institution issues	Daily
DOC Staff	In Person, Phone Meetings, Correspondence	Resolving institution issues, complete work assignments	Daily
Inmate Families	Phone, Meetings, Correspondence	Informational (describe inmate program)	Daily
Attorneys, Courts Law Enforcement	Phone, Meetings, Correspondence	Informational (complete work assignments)	Daily
Media	Phone, Meetings	Informational	Infrequent

#### SECTION 7. POSITION RELATED DECISION MAKING

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

Merit evaluations of assigned employees. Inmate classifications regarding inmate transfers and reception. Mental Health referrals and operational decisions affecting the Correctional Rehabilitation Unit.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Assistant Superintendent, Correctional Rehabilitation Unit	1904.002	In Person Phone E-mail Correspondence	Daily	Evaluates completed projects. Approves on a daily basis, proposals for custody reduction, prison term reduction, and other major projects (ongoing) to maintain that operation of program is efficient and within the guidelines of institution rules and procedures. Employee gives final review to a large percentage of his work.

**SECTION 9. OVERSIGHT FUNCTIONS**

a. How many employees are directly supervised by this position? 8  
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Plan work</li> <li><input checked="" type="checkbox"/> Assigns work</li> <li><input checked="" type="checkbox"/> Approves work</li> <li><input checked="" type="checkbox"/> Responds to grievances</li> <li><input checked="" type="checkbox"/> Disciplines and rewards</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Coordinates schedules</li> <li><input checked="" type="checkbox"/> Hires and discharges</li> <li><input checked="" type="checkbox"/> Recommends hiring</li> <li><input checked="" type="checkbox"/> Gives input for performance evaluations</li> <li><input checked="" type="checkbox"/> Prepares &amp; signs performance evaluations</li> </ul> |
|---|---|

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIRMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The operation of a motor vehicle is required. Knowledge and ability to navigate within numerous program and systems. Subject to recall during emergencies.

**SPECIAL REQUIRMENTS:** List any special mandatory recruiting requirements for this position.

Valid Oregon driver's license. Three years professional counseling experience. Two years management-related experience.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial amount (\$00000.00)	Fund type
Counseling	\$3618.00	

**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