



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Department of Corrections

Facility: Oregon State Penitentiary/Mill Creek Correctional Facility

[] New [x] Revised

This position is:

- [] Classified
[] Unclassified
[x] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Executive Manager H
b. Classification No: Z7014
c. Effective Date: July 1, 2016
d. Position No: 2930.001
e. Working Title: Superintendent
f. Agency No: 29100
g. Section Title:
h. Budget Auth No:
i. Employee Name:
j. Repr. Code:
k. Work Location (City - County): Salem - Marion County
l. Supervisor Name (Optional): Brian Belleque
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [x] Executive [] Professional [] Administrative
o. Eligible for Overtime: [] Yes [x] 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.

Oregon State Penitentiary (OSP) is a 2,300-bed maximum security correctional institution housing adult male inmates. The facility implements the agency (ODOC) mission by ensuring the security and safety of staff, inmates and the community while: (1) providing transitional programming and release services to inmates nearing their release to the community. Services include: residential and outpatient drug and alcohol treatment, mental health counseling and services, work force development training, health and medical/dental services, and pre-release planning, and; (2) Providing work opportunities for inmates in conformance with Oregon Constitutional requirements. Inmates work in a variety of support jobs within the institution and in community service and private sector jobs on outside work crews.

OSP operates Mill Creek Correctional Facility (MCCF), a 290-bed minimum facility for male inmates. Inmates assigned to MCCF provide labor for forest management, firefighting, and parks maintenance. The combined functional unit employs approximately 508 funded staff positions and numerous full and part-time contractors. The combined functional unit biennial budget is approximately \$112,884,942.

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:

Direct the daily operation of OSP/MCCF in compliance with current statutes, DOC rules and procedures, labor contracts, administrative and case law; to be responsible for all programs, including fiscal planning and budget management; labor contract administration; and facility maintenance. Responsible for all aspects of personnel management, planning and development of long-range program objectives and short-range operational goals.

SECTION 3. DESCRIPTION OF DUTIES

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.

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.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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
15%	NC	E	Directs the development of short, intermediate and long range plans and makes decisions that are consistent with Department goals, by participating as a member of the Agency's Leadership Team and implementing Departmental policy directives. Fully participates in the DOC's strategy of Correctional Outcomes Through Research and Engagement (CORE) to monitor the department's progress on identified outcome measurements. Recommends revisions to agency policy and procedures by evaluations of impact on programs, to increase effectiveness of program operation. Creates institutional procedures consistent with Departmental policy. Takes responsibility for continuous improvement/learning
15%	NC	E	Determines the personnel and program structure of the institution consistent with Departmental mission and goals, and recruits, selects and appoints personnel, in accordance with Affirmative Action guidelines. Anticipates and plans for workforce needs. Develops and implements a dynamic recruitment and marketing strategy that establishes and maintains a talented and diverse workforce. Oversees all institutional personnel management practices, including: employee work analysis and performance evaluations, staff mentoring, staff training programs, employee union negotiations and relationships, staff morale, grievance procedures, disciplinary actions, layoffs and terminations, by direct supervision of key management staff. Appoints staff members to committees and realigns assigned duties of staff members to implement plans to address identified priorities.
10%	NC	E	Keeps informed of labor contracts, federal and state laws, and all applicable rules, regulations, and orders of the Executive Department and state agencies. Understands and works within applicable laws, rules, collective bargaining agreements and policies. Conducts regularly scheduled meetings with management staff to share Departmental policy directions and to discuss and resolve institutional issues. Monitors programs to ensure that program managers develop and revise position descriptions, work plans, and post orders of their subordinates.
10%	NC	E	Knows and understands the goals regarding the DOC' Mission and Shared Vision by providing rehabilitative, transitional, and habilitative programs for general population and program inmates. Reviews and evaluates all programs for effectiveness and efficiency. Confers with subordinate supervisors and support staff to ensure all programs are in compliance with federal/state laws and applicable rules. Ensures that inmate program requirements as to housing, medical, dental, food, visiting, religion, recreation, personal hygiene, canteen, self-help groups, education, and work programs are met within legal guidelines.
10%	NC	E	Provides for public safety by managing the institution by maintaining control and custody of inmates. Responsible for providing a safe working environment for all staff personnel. Ensures all institution staff provide a safe and healthy environment for inmates. Ensures safety, sanitation, appearance and maintenance of institution

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

			facilities, buildings, and grounds through supervision of staff assigned to the functional unit.
10%	NC	E	Develops biennial budget allocations to meet institutional needs. Monitors management of the institution's budget, trust accounts and business services activity, consistent with and in compliance with all requirements of law and Departmental directives. Monitors budget to ensure that essential programs are carried out in a prioritized manner and within legislative intent and authorization. Reviews program costs and manages resources effectively to ensure that expenditures remain within approved budget appropriations and approved purchasing procedures. Controls and maintains all items of capital and expendable property and supplies, by implementation of warehouse and inventory controls.
10%	NC	E	Acts as role model by maintaining standards of professional dress and bearing; role-models pro-social behavior and attitudes including treating others with dignity and respect and acknowledging that everyone is capable of change. Motivates, leads, coaches, and counsels employees and teams. Negotiates/sets goals and performance standards for the institutions. Holds employees and units accountable. Develops and maintains strong collaborative relationships with labor unions. Treats everyone with respect and dignity. Demonstrates conflict management skills. Takes responsibility for own behavior. Recognizes employee contributions and encourages employee development, education, and reasonable risk taking.
10%	NC	E	Recognizes and responds to the needs of both staff and inmates. Creates and maintains an environment where employees feel valued, trusted, and are encouraged to be innovative. Recognizes the needs of a multi-cultural environment and implements programs to ensure these needs are met.
10%	NC	E	Monitors inmate workers in immediate work area on a daily basis and handles inmate incidents posing the risk of personal injury, to ensure security of office and safety of personnel, through direct observation, verbal instructions, and enforcement of department rules. Prevents breaches of security and escapes through proper control of keys, tools, and contraband, documenting unusual incidents as they occur. Ensures the emergency preparedness plan is sufficient for use during emergency situations.

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.

This position works inside a secure adult correctional prison and may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. The employee is subject to call back in the event of an emergency.

The Superintendent 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 changes, and that the future public safety of Oregon depends on maintaining environments where such changes 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.

- Department of Corrections Administrative Rules, Procedures, and Directives
- Oregon Revised Statutes
- Internal Procedures
- Federal Laws and Regulations
- Executive Orders
- Collective Bargaining Agreements
- Emergency Response Plan
- Institution Procedures

b. How are these guidelines used?

This position requires familiarity with guidelines and ability to research and determine courses of action based on the guidelines.

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 Administration	In person/Phone/ FAX/In writing	Represent the institution/provide and obtain information	Daily
Elected Officials/ Governor/Dept. of Justice/Executive Branch staff	In person/Phone/ FAX/In writing	Represent the institution/provide and obtain information	Infrequent
Inmates	In person/In writing	Counsel/Investigate/Obtain Information	Daily
General Public/	In person/Phone/ FAX/In	Provide and obtain information	Daily

Vendors/Other Agencies	writing		
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SECTION 7. POSITION RELATED DECISION MAKING

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

Makes management decisions affecting the overall operation of the institution, including decisions which may impact the general public with potential for adverse community reaction and possible litigation. Makes decisions related to revision of program operations to meet changing needs or departmental mandate.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Westside Institutions Administrator	1000002	Reports/Personal contact	On-going basis	To determine effectiveness and compliance with the department's mission and goals
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SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 5
- How many employees are supervised through a subordinate supervisor? 503

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

Employee must have extensive managerial skills, thorough knowledge of sound correctional practice and of the function of state government.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
Personal Services	\$ 95,814,054	General
Services and Supplies	\$ 17,070,888	General

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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date