



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Department of Corrections

Facility: Coffee Creek Correctional Facility

[X] New [] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 1
b. Classification No: C0103
c. Effective Date:
d. Position No: 0500211
e. Working Title: Office Specialist 1
f. Agency No: 29100
g. Section Title: Correctional Rehab Unit
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City – County): Wilsonville, Washington County
l. Supervisor Name: Lisa Hall
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [X] 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.

Coffee Creek Correctional Facility is a 1,672 bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operation of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinates by the facility administration include: Health Services, Mental Health, Alcohol and Drug, Work Force Development, Oregon Correctional Enterprises, Offender Information and Sentence Computation Unit.

The CCCF Minimum-Security Unit is located outside the secure perimeter of the main institution, within a separate fenced compound. The unit provides dormitory-style housing for 540 incarcerated women classified as minimum custody, 432 general population and 108 in residential treatment beds, which are typically serving shorter prison sentences and/or within a few months of release. There are two inmate living buildings; one is for general population and one for a residential alcohol and drug therapeutic

community. Programming for general population inmates include adult basic education, workforce training, life skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments, a “cottage industry” program and community service work crews.

Coffee Creek Correctional Facility emphasizes implementation of the Oregon Accountability Model (OAM), which states that all staff of the Oregon Department of Corrections are responsible for contributing to long-term public safety by influencing sustainable offender change. The 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.

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:

Assist Correctional Rehabilitation Unit with clerical support to the Counseling section, Library operation and Life Skills program.

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.

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
100%			Serves as primary office support for Life Skills Coordinators and programs, as well as back up support for Correctional Rehabilitation Unit.
65%			<p><u>Clerical Support</u></p> <p>Provides clerical support to the Life Skills team; types a variety of correspondence, reports, memos, or other information from rough draft or general instructions; composes and types correspondence, reports, memos, and other documents; maintains control records of information received, routed, assigned, or dispersed; maintains filing systems; maintains supervisor’s calendar and schedules appointments; ensures that supervisors are fully briefed on matters of concern; schedules professional visits, makes room reservations, and schedules inmate call-outs; runs LEDS on volunteers, contractors, and others as requested, notifying requestor of results and entering on database; prepares visitor authorizations as needed; processes food requests and special event paperwork for Life Skills events; takes and transcribes minutes for various meetings, as well as posting on the P:Drive; coordinates work of inmate orderly on assigned projects; copies and maintains adequate levels of program materials;</p>

15%		<p><u>Public Relations</u></p> <p>Regular contact in person, by telephone, and in writing with agency staff, other state and federal agencies, and/or the general public, including coverage for main phone lines as needed; screens incoming telephone calls; direct calls to appropriate section/staff and/or other DOC facility; answer inquiries when able and provide information to callers; callers include families, legislators, criminal justice agencies, attorneys, DHS workers, investigators, adoption workers, psychologists, mediators, etc.; prepares all professional visit paperwork for the same, includes coordination of schedules and room availability.</p> <p>In addition, this person has extensive contact with facility and department volunteers; this requires the incumbent to have excellent people skills and to represent the department well at all times.</p>
10%		<p><u>Security</u></p> <p>The incumbent assists in the prevention of escapes by proper control of keys, tools, radio and contraband, as well as documenting unusual incidents as they occur; escorts and searches inmate workers daily, as well as providing primary oversight; searches work area of the inmates; may provide escort and supervision for inmates in bi-weekly cleaning of the outside Sally Port area; records results of all searches and follows up with Misconduct Reports as needed; regularly supervises an inmate orderly in Correctional Rehabilitation Unit and larger crews in fulfilling Life Skills duties; supervises inmate orderlies in Life Skills office, and during many Life Skills children's events as well as daily operations, such as the Coffee Cart; conducts inmate out count as necessary for program operation – approximately once a month; prepares work orders as needed for keeping area safe and functional, maintains radio contact for maximum security of area.</p>
6%		<p><u>Procedures</u></p> <p>Previews all movies shown at the facility for appropriate content, availability on Netflix, Swank approval; enters attendance information for Religious Services, Life Skills, Correctional Rehabilitation Unit, and other sections as needed; enters callouts, program assignments, exit codes on AS400; oversees inmate processes through Life Skills; maintains volunteer tracking updates and escorts.</p> <p>The incumbent may create and maintain program budget sheets for monitoring profit/loss margins. .</p>

4%			<p><u>Monitors and Orders Supplies</u></p> <p>Conducts property inventory of office and program area as well as for Life Skills staff and programs; assists in the maintenance of the appropriate inventory of office supplies; reports needed supplies to Executive Support; may conduct audits and inventory checks for the Life Skills games, etc. on the housing units; tracks all sales, purchases and coffee items relating to the Coffee Cart.</p>
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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.

Incumbent is subject to callback in the event of an emergency or work stoppage and is subject to assignment in any position in the institution. Possible encounters with abusive inmates poses the risk of physical injury.

The position is inside a correctional facility and there will be daily contact with inmates of all custody levels, along with the inherent risks.

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 and Policies
- CCCF Procedures
- LEDS/NCIC Rules

b. How are these guidelines used?

The person performing this job must be familiar with the rules, policies, and procedures of CCCF and the Department of Corrections in order to follow proper protocol, and to explain to callers, guests, etc., the guidelines of the facility.

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?
CCCF staff	Person/phone/written	Answer inquiries, provide information	Daily

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

Central Office staff	Person/phone/written	Answer inquiries, provide information	Weekly
Citizens/Public	Person./phone/written	Answer inquiries, provide information	Daily
Local Government Officials	Person/phone	Answer inquiries, provide information	Weekly
Law Enforcement	Phone	Schedule appointments	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position must be acquainted with DOC and CCCF rules, policies, and procedures so appropriate decisions may be made as questions arise, such as questions regarding visiting days/hours, as well as general visiting questions; mail – what is the inmate allowed to send and/or receive; general protocol for daily inmate activity so decisions can be made accordingly.

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>				
Correctional Recreation Specialist 2 – Lead Life Skills Coordinator	0300846	Reviewing routine output of work	Work will be reviewed regularly until the OS is familiar with the position, then more random.	Ensure the quality and quantity of work meets the expectations of the position.
Principal Executive Mgr. F	0100160	Reviews work as needed in absence of Lead Life Skills Coordinator.	Periodically, as needed.	To ensure highest quality of work.

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

Coordinates schedules

- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- 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:

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 curser at end of a row (outside table) and hit "Enter".</i>		
N/A		

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