



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/22/2016

Agency: Oregon Department of Corrections

Facility: Office of Population Management

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>Correctional Counselor</u>	b. Classification No: <u>C6783</u>
c. Effective Date: _____	d. Position No: <u>0500069</u>
e. Working Title: <u>Population Management Counselor</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Office of Population Management</u>	h. Budget Auth No: <u>000930060</u>
i. Employee Name: _____	j. Repr. Code: <u>AAON</u>
k. Work Location (City – County): <u>Salem - Marion</u>	
l. Supervisor Name (Optional): <u>Jamie Breyman – Population Management Administrator</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 <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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.

This position is in the Department of Corrections, which confines approximately 14,600 inmates in 14 prisons. The Offender Management and Rehabilitation (OMR) Division staffing includes 198 funded positions as well as contracting with approximately 250 individuals and over 2500 community volunteers. The biennial budget exceeds \$68 million, which includes general fund, other funds and federal funds. The OMR Division encompasses 11 units, which as combined, oversee an inmate's correctional plan starting from the time the offender's judgment is ordered to their release into the community. This division provides a continuum of evidence-based program interventions as well as other opportunities and tools to inmates to enhance their transition to Community Corrections partners. This position supports the Assistant Director, Chief Administrator and the unit Administrators of the OMR Division. The Assistant Director and OMR Division Administrators direct the following functions for the Department: institution programs, treatment, and offender management services policies and operations; alcohol & drug treatment; cognitive restructuring; education; inmate intake & assessment; classification and transfer; transition and release; offender information & sentence computation; inmate services; religious services; victim services, volunteer services and inmate and community advocacy. The incumbent is a direct participant in the mission of the Department and the division, in the management of the division, and in planning and evaluating the

division's efforts to fulfill its mission. This position exists within the Office of Population Management, which is part of the Offender Management and Rehabilitation Division of the DOC.

The Offender Management and Rehabilitation Division is responsible for carrying out the DOC mission to reduce the risk of future criminal conduct by those offenders who are either incarcerated or transitioning from prison back into the community and for those offenders on supervision in the community.

The Office of Population Management has administrative responsibility for a variety of systems including overall planning and management of inmate capacity requirements for approximately 14,600 inmates housed in 14 different prisons. The scope of the Office includes the management of capacity and resource management; inmate classification and assignment systems; administrative review of earned time / prison term modification and classification actions; high risk inmate assignment and management; management of the Interstate Corrections Compact program; Liaison with the Oregon Youth Authority (OYA) and Oregon State Hospital (OSH) to provide services to Department of Corrections inmates in OYA and OSH physical custody; preparation of sex offender risk assessments for the Board of Parole and Post Prison Supervision; treatment assignment screening; and the development / management of non-department contract beds for inmates.

These systems are necessary management tools to hold offenders accountable; promote public safety, education and information; manage system capacities and provide an opportunity for inmates to reduce their risk of future criminal behavior within the resource limits of the Department, consistent with the Oregon Accountability Model.

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 manage a caseload of offenders sentenced to DOC custody but housed with other jurisdictions. Primary DOC liaison with law enforcement agencies, legislators, attorneys, judges, public officials and interdepartmental units/programs for DOC inmates housed in Oregon Youth Authority facilities. Provide routine oversight and coordination of DOC inmates serving their sentence in OYA facilities. Additionally, this position is responsible for the completion of Static-99R sex offender risk assessments for the department for the purpose of in custody case management.

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 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 DOC 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.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows ODOC 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.

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The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

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
85%	R	E	<p>Responsible for case management of those offenders on the OYA caseload. In addition to normal case management responsibilities, this includes meeting individually with all DOC inmates who will be housed in OYA during the intake process, documenting and providing information to appropriate OYA staff, coordinating intake process with OYA and acting as liaison with DOC OISC, and obtaining DNA from all inmates who are required by law to submit a sample and provide to Oregon State Police. Acts as the primary DOC liaison with law enforcement agencies, legislators, attorneys, judges, public officials and interdepartmental units/programs for this caseload. Develops and maintains favorable working relationships with regulatory and other agencies to promote communication and productivity in reaching department goals.</p> <p>Act as the DOC representative in the OYA Administrative Review</p>

		<p>Committee that makes recommendations for inmates with ongoing behavioral problems or specific needs that may lead to a return to DOC custody. Visit OYA facilities and meet individually with DOC offenders and conduct group informational meetings with inmates and staff. Act as liaison between DOC/OYA offenders and OYA parole officers and coordinate communications with DOC release counselors and adult PO's as needed. Meet with offenders individually to help prepare offenders for future release or "age out" to DOC. Prepare youth for return to DOC custody by meeting with youth and OYA staff on a regular basis, gathering all background information and records for each offender, identify facility placement prior to age out date and coordinate placement and transition with OYA and appropriate DOC staff.</p> <p>Review and interpret all available data including police reports, pre-sentence investigations, court documents such as indictments and sentencing orders, Oregon Judicial Information Network (OJIN), Juvenile Justice Information System (JJIS), criminal history records (LEDS), and hard/electronic file material; interview offenders in order to complete scoring of the custody classification instrument and Work Housing Assignment Level Evaluation (WHALE) and enter specific data onto a designator electronic screen. Reviews inmate's earned time credit reviews, classification and work crew eligibility and supervised visits.</p> <p>Receives and responds to inquiries regarding OYA inmates to inmate families, DOC authorities and outside agencies.</p> <p>Responsible for the oversight and coordination of DOC inmates serving their sentence in OYA facilities or recently returned to DOC from an OYA facility. Facilitating communication and assisting in resolution of problems which may arise in the OYA transfer process. Represents DOC on youth issues. Ability to define and clearly explain policies and procedures to the public, including families and others with an interest in youth inmates.</p>	
10%	R	E	<p>Accurately complete Static-99R sex offender risk assessments for inmates currently in DOC custody as well as those on the OYA caseload who meet the criteria set by the Board of Parole/ Post-Prison Supervision and DOC for the purpose of in custody case management. This is achieved by interviewing convicted sex offenders housed in DOC or OYA facilities, maintaining effective communication with DOC counselors and OYA staff, and obtaining necessary records through various means that includes working directly with the DOC police report coordinator, Courts, law enforcement agencies, community corrections agencies, and out-of-state criminal justice partners.</p> <p>Reviews all available date sources (e.g. LEDS, CMIS, OJIN, court documents, chromos, etc.) for information to accurately complete the Static-99R sex offender assessment.</p>
5%	NC	NE	<p>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.

- Standard office environment with frequent travel by automobile/plane.
- Work will frequently be performed in youth and adult correctional facilities where interactions with inmates will occur. Possible encounters with abusive/hostile inmates pose the risk of personal injury.
- Requires ability to carry up to 30 pounds for significant distances as work inside facilities regularly requires the need for a laptop and multiple files.
- Frequent interruptions, distractions and multiple competing priorities. Required to function as a positive, dependable member of a productive team.
- May deal with hostile parties requesting information or assistance.
- Often deals with sensitive issues that requires confidentiality, tact and diplomacy.
- Extensive computer use for email, compiling written reports and daily correspondence.
- There is an inherent responsibility to support correctional security staff during periods of inmate unrest. The incumbent in this position is subject to callback in the event of an emergency or work stoppage and is subject to assignment in any are of the institution.

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 Policies and Procedures
Oregon Administrative Rules and Revised Statutes
Federal Law

b. How are these guidelines used?

The above are used as guidelines to meet the mission of the Office of Population Management, and provide the scope of authority to the employee. Federal Law and Oregon Revised Statutes provide the framework for the position. DOC administrative Rules and Policies clarify and implement statues into law.

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/OYA Institution Staff	Phone / E-Mail / In Person	Respond to inquiries, provide information	Daily
General Public / Inmate Families	Phone / In Writing	Respond to inquiries/complaints, provide information	Daily
Law Enforcements Agencies	Phone / In Person	Respond to inquiries, provide information	Daily
Inmates	Phone/In Writing	Respond to inquiries, provide information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Inmate case management decisions, interprets policies and makes recommendations for custody classification, reduction in prison term requirements to Oregon Board of Parole and Post-Prison Supervision and the Superintendent, supervised trip activities/ leaves, consideration for Short Term Transitional Leave or placement in a DOC Alternative Incarceration Programs, return to DOC custody due to ongoing behavioral problems or other identified needs, consideration for placement in an OYA unfenced facility, and placement in specific DOC facilities when brought back to DOC due to "age out." Other decisions relating to safety/security and preparation for future transition to the community. In making good decisions and recommendations about these decisions, this position directly affects inmates' behavior within the institution, ability to reintegrate into the community and the ability to remain productive members of society.

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 F	6000849	Review of Work, Meetings, Personal Contact	Daily	Collaborate and review performance

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 |
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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 requires:

- The ability to work independently, without close supervisory oversight and to quickly and logically make decisions.
 - The ability to work effectively under pressure of deadlines, disruptive conditions and constantly changing priorities.
 - Strong communication, organizational and written skills.
 - Expertise facilitating group dialogue and planning activities.
 - The ability to effectively communicate program goals and organizational development concepts.
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- Strong organizational skills and the ability to coordinate more than one project at a time.
- Thorough knowledge of DOC's offender management information systems.
- The ability to travel to and work inside all DOC and OYA facilities, including working with potentially hostile inmates.
- The ability to manage tense interactions, both written and verbal, with unhappy or frustrated inmates and inmate family/friends, diffusing the situation to produce a positive outcome.

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 curser 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	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		