

division, in the management of the division, and in planning and evaluating the division's efforts to fulfill its mission. 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.

- 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:**

Perform a wide variety of duties in the areas of records security and maintenance, court documents and records, and data 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 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.

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.

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.

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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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
20	R	E	<p>Document Imaging:</p> <ul style="list-style-type: none"> • Application of advanced document imaging and other computer software. • Scan prepared documents making sure image integrity and quality is maintained. • Evaluate performance of document imaging equipment, note discrepancies, perform routine maintenance and secure service from providers whenever necessary ensuring optimum performance of imaging process. • Exercise judgment and flexibility in prioritizing work to achieve optimal customer service and supply finished product in a timely and efficient manner. • Maintain image quality at high speed and volumes. • Ensure the electronic documents created meet the standard for historical permanent retention and destroy paper documents. • Secure confidential imaged documents in appropriate locations, transferring them to various electronic folders depending on the business needs in each particular case. • Maintain manuals, procedures, and other controls necessary for maintaining the document imaging process. • Research to ensure that all electronically stored information is correctly indexed.
30	R	E	<p>Process electronic mail:</p> <ul style="list-style-type: none"> • Monitor and process electronic mail received in the OISC mailbox by removing attachments, re-naming and placing in appropriate computer drive for processing and publishing. • Review closing packets received from Community Corrections

			for completeness by following retention schedules.
			<ul style="list-style-type: none"> • Extract police reports received on disk in preparation for publishing. • Reads, reviews and responds to basic information requests from the DOC website as a contact person for offender information.
40	R	E	<p><u>Electronic Document Archival, Retention and Maintenance</u></p> <ul style="list-style-type: none"> • Purge and reorganize inmate/offender file documents stored in various formats and locations pursuant to the DOC Records Retention Schedule and the Secretary of State Retention policy. • Process electronic documents for offenders/inmates (publishing) and distribute appropriately pursuant to OISC procedure and by following retention schedules.
10	R	E	<p><u>Other duties</u></p> <ul style="list-style-type: none"> • Review electronically imaged documents to ensure archival and quality of copy for permanent retention with the State archives consistent with the retention schedules. • Review published documents to insure appropriate upload to the OISC online archive system. • Maintain all procedures and other controls necessary in carrying out the OISC Program. • Provide technical support to unit management by ensuring that the work is current, accurate, and in conformance with current statutes, policies, and law. • Proof material for correct usage and general clarity. • Additional duties as assigned to carry out the goals of the Offender Information and Sentence Computation unit.
		NE	

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.

Work is performed in an office setting and includes extended periods of time sitting at a computer terminal, extended periods of time standing, researching in policy / office manuals, bending, stooping and stretching to reach / obtain / maintain inmate files. Incumbent must be able to move full boxes that may weigh up to 35 pounds, with or without reasonable accommodation.

Contact with inmates is likely and the possibility of exposure to material of a graphic nature and to dangerous situations (e.g. verbal or physical assault) does exist. The inmates have the potential for becoming angry, hostile, abusive, and aggressive, increasing the risk for employees of physical injury, death, and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

Coffee Creek Correctional Facility is tobacco free. Uses of tobacco products are prohibited within the buildings or on the grounds. Tobacco use is permitted inside or along the side of the employee's personal vehicle.

May include travel by state vehicle (employee may be required to provide own transportation in performance of duties which is compensated within state rates) to attend meetings/trainings.

This position is located at Coffee Creek Correctional Facility, OISC Records Office, Building Z, Wilsonville, Oregon.

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, Policies and Procedures	Interstate Agreement on Detainers	Oregon State Archives Directives
DOC Administrative Directives	Interstate Compact Procedures	Federal Laws
Oregon Administrative Rules	ACA Standards/Case Records	Oregon Revised Statutes
Offender Information System	OISC Office and Desk Manual	Attorney General Opinions/Case Law
DOC Records Retention Schedule	Oregon Secretary of State Retention Policy	

- b. How are these guidelines used?

These guidelines are used to assure compliance with applicable regulations and standards for equal and consistent treatment of inmates; assist in applying the policies and procedures, and to apply these interpretations to specific situations. While these guidelines cover basic situations, they do not provide or supply answers to the many combinations of problems that the incumbent must resolve.

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 Staff and Administration	Phone/email/in person	Information sharing	Daily
Courts	Phone/mail	Operational	Occasional
General Public	Phone/mail	Informational	Daily
Oregon & other state prisons & agencies	Phone/mail/email/person	Operational	As needed
Oregon & other state law enforcement agencies	Phone/mail/email/person	Operational	As needed
Board of Parole & PPS	Phone/mail/email/person	Operational/Information sharing	As needed
Public/Private Agencies	Phone/mail/email	Public Information	As needed

Federal Agencies	Phone/mail/email	Operational	As needed
Community Corrections	Phone/mail/electronic	Operational	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are specifically related to ensuring the smooth operation of the OISC Central Unit, the maintenance of tracking systems and logs, prioritization of work and completion of tasks. Process decisions are required that help to move and gather offender information into an organized filing system for use by the OISC Central Unit and Institution Branch offices.

Decisions specifically related to the release of offender information, poor decision-making may result in:

1. Litigation against the OISC Unit and/or Department of Corrections.
2. The potential for compromising the security of the Department and individuals in the community.
3. Increased security risk to ODOC employees and other institution staff.

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".

Principle Executive Manager B	0024003	Discussion with employee	Weekly	Provide guidance and direction
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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? _____

How many employees are supervised through a subordinate supervisor? _____

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:

- Due to the wide variety of activities provided by this position, it is necessary that the incumbent maintain a high standard of performance.
- Nature of work requires initiative and performance without constant supervision.
- May be required to work long hours.
- Must be able to work and function effectively in a constantly changing environment.
- Must be able to function in a cooperative team environment and make positive contributions.

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

Date

Supervisor Signature

Date

Appointing Authority Signature

Date