



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/29/2016

Agency: Oregon Department of Corrections

Facility: Oregon State Correctional Institution

[] New [x] 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: Phy/Electronic Sec. Tech 3
b. Classification No: C4039
c. Effective Date: 3/29/2016
d. Position No: 6000878
e. Working Title: Phy/Electronic Sec. Tech 3
f. Agency No: 29100
g. Section Title: Physical Plant
h. Budget Auth No: NA
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City - County): Salem - Marion
l. Supervisor Name (Optional): Allen Flesher
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.

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.

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:

Coordinates, instructs and trains skilled, semiskilled and unskilled inmates in the operation, maintenance and repair of physical plant systems, equipment and building structures within a correctional institution. Performs journey level trades work as described in the following description of duties.

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) function.

% of Time	N/R/NC	E/NE	DUTIES
-----------	--------	------	--------

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

Included with other duties, performed 100% of the time	NC	E	<p>The Oregon Accountability Model (OAM) depends upon the 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 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 is 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.</p> <p>Has responsibility for custodial duties which include handling inmate incidents and preventing escapes through control of keys, tools, and contraband. Assists in the supervision and direction of inmate workers. Searches inmates and areas on an as needed basis.</p>
80%	NC	E	<p>Coordinates the work flow and assigns work to inmate workers; directs inmate crews to ensure job-related rules, policies, procedures and security guidelines are enforced, and discipline and order are maintained; evaluates work performance of inmates for training and assignment purposes; may interview and recommend crews; conducts searches of inmates and area to ensure absence of contraband; checks and signs inmate time sheets; monitors work area and shop area for cleanliness and order and directs work crew in cleaning. Performs security electronic installations covered by the Master Electrical Permit Program or dedicated permits signed by a Departmental Signing Supervising Electrician, skilled security electronic work in all areas, and assists other trades persons as assigned.</p> <p>Alter, install, maintain and repair all manual and computer controlled electronic security and fire alarm systems 100 volts or less within scope of license held, i.e. microwave and fence sensor systems, access control systems, intercoms, ADA door operators, card lock systems, closed circuit television systems, airlock security devices, electric strikes, magnetic locks, and electric cylindrical or mortise case locks, fire/smoke detection, telephone systems and intrusion/duress alarm systems, digital video recording systems, local area networks for security electronic systems to include IT infrastructure.</p>
11%	NC	E	<p>Performs verification of security electronic equipment programming to ensure systems are operating within manufacturer's parameters. May assist with programming changes during security electronic systems upgrades/retrofits.</p> <p>Orders supplies; maintains stock of readily available materials for security electronic work; reviews job orders and reads wiring diagrams; maintains equipment inventory and performs equipment maintenance as recommended by the original equipment manufacturer. Maintains equipment inventory.</p>

5%	NC	E	Performs all other duties and tasks as assigned by the Maintenance Operations Supervisor and Physical Plant Manager.
4%	NC	E	Provides escorts for Physical Plant projects (i.e., contractors, volunteers, and non-DOC officials).

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 a prison that houses maximum, close, medium, and minimum-security inmates. 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.

The work locations vary from new to old building structures there also may be towers, walls, service tunnels, pipe chases, electrical chases, etc. All locations have multiple floors and tiered inmate housing which require the use of stairs. Walking to get to assigned work station or in the performance of work will be required, this may be long distances.

Working conditions in service tunnels and pipe chases may include: poor ventilation, high temperatures, poor lighting conditions, etc. Workers may be exposed to or work in inclement weather conditions, which can include rain, standing water, snow, ice, etc. Some work may involve walking and working on uneven ground. When working on, near or around storm drains and sewer systems, the worker may be exposed to contaminants. When working on, near or around heat exchangers, steam piping, and boilers, there is a possibility of burns from hot pipes and exposure to boiler chemicals.

Work may include frequent lifting and carrying of equipment (light, medium, and heavy). At times, may work alone, in small groups, or in large groups of both employees and inmates depending upon operational needs. The use of hand tools, powered hand tools, stationary and portable power equipment, painting equipment, ladders, platforms, scaffolding, power lifts, etc. may be required.

At some locations work may include being near to and possibly working with asbestos and/or lead based paint. Workers will be required to use Personal Protective Equipment (PPE) and safety programs (Respiratory Protection, Asbestos, etc.) as dictated by the work and location.

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.

Administrative Directives, DOC Rules and Procedures, Letters of Agreement, Multi-State standards. State Building, Electrical and Fire Codes, DEQ, OSHA, NEC electrical laws, and FCC regulations. Operational and installation manuals, mechanical and electrical blueprints

b. How are these guidelines used?

These guidelines are used to ensure the safe daily operation of the facility within DOC rules, and compliance with State and Federal Agencies, multi-state standards set guidelines and operational orders 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Security/Admin Staff	In person/phone/radio	Ensure security while on job/resolve problems	Daily
Vendors	In person/phone	Technical Support/Verify cost/Purchasing	Weekly
Contractors	In person/phone	Verify work	Occasional
Other agencies	In person/phone	Technical Support	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Determine nature/extent/urgency of situation and select appropriate course of action, prioritizing requests related to electronic security, video, and intercom systems. When electrical or electronic security systems are not operating properly it creates safety/security issues within the institution for staff, inmates and the general public. Loss of video or telephone equipment can result in delays in staff response time's causing security risks.

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>				
Principal Executive Manager E	4308001	In person	Weekly	Ensure security of the facility
Maintenance Operations Supervisor	4137201	In person	Daily	Ensure security of the facility

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:

The person in this position must be very skilled and experienced with the installation and repair of electrical, electronics, and communications equipment.

This position requires a person that is very experienced in the electronics field, with at least 8 years of experience. This person is also required to possess a low-voltage electrical license.

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>		
N/A	N/A	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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date