



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:

Agency: Oregon Department of Corrections

Facility: Office of the Inspector General

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>Principle Executive Manager E</u>	b. Classification No: _____
c. Effective Date: _____	d. Position No: _____
e. Working Title: <u>Assistant Inspector General</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Office of Inspector General</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>MMS</u>
k. Work Location (City – County): _____	
l. Supervisor Name: <u>Craig Prins</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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input checked="" 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.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The success of the ODOC mission relies heavily on the fundamentals of the Oregon Accountability Model. The basis of the Oregon Accountability Model is the strong belief in the importance of strengthening staff to inmate and staff to staff modeling, particularly in the directing and shaping of pro-social behavior. In support of this mission, the Division of Inspector General (IG) provides department resources, direct services and oversight functions in the areas of Investigations (of staff, contractors and inmates); Use of Force Reviews; Administrative Rules and Policies; Inmate Disciplinary Hearings and Appeals process; Inmate Discrimination Committee; Prison Rape Elimination Act (PREA); American with Disabilities Act (ADA for inmates); Inmate Drug Testing Program; Fugitive Apprehension Program; The Security Threat Assessment Intelligence Unit; Inspector General's Hotline; Inmate Telephone System and phone call monitoring; and the close management of high risk inmates who are considered to be a threat to the safe and secure operations of ODOC correctional institutions (Security Threat Management Unit).

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 primary purpose of this position is to provide leadership and direction to the Office of Inspector General (OIG) staff in accomplishing the primary functions of the Investigations as well as the other functions referenced in 2(a) above.

The units within the OIG: conduct internal investigations involving over 14, 000 inmates, 4,300 staff, several hundred contractors, over 2,500 volunteers, and inmate visitors (over 600 visitors per day across the state); conduct over 12,000 administrative hearings each year throughout all 14 institutions either on-site or telephonically to meet departmental needs; cooperate with law enforcement on criminal investigations; conducts internal audits for compliance with PREA as well as conducting PREA audits for other states; track litigation across the Agency; fulfill public records requests for all OIG related material; maintain and monitor the Agency's intelligence data base under OAR 291-69, ensuring accuracy of the information and that the information is used to ensure the security of the operations division, staff, and inmates; perform independent professional work planning, implementing, coordinating, and monitoring of the Department's statewide compliance with Inmate ADA; performs independent professional work planning, implementing, coordinating, and monitoring of the Agency's grievance and discrimination process, to include serving as the chairperson of the Inmate Discrimination Complaint Review Committee.

The OIG consists of 60 full time employees with a biennial budget of \$12.9 million. The various unit sections of the OIG are located in various institutions and/or facilities throughout the Department as well as at the central administration building. The OIG also provides guidance and oversight to 17 ADA/Grievance/Inmate discrimination coordinators located at each institution/facility within the Department.

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.

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 institutions/administration buildings/facilities that it owns, operates, or contracts with. 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/contractors/interns. 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.

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 backgrounds 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	R	E	<p><u>Advisor to the Inspector General:</u> Serves as the principle advisor to the Inspector General regarding the management of the Special Investigations Unit. Ensures all statutory obligations are fulfilled in the unit and procedures relating to staff and inmates; reviews established programs, and takes corrective action through the exercise of independent judgement and consultation as necessary to maintain responsive operations. Serves on the Executive Management Team of the Inspector General.</p>
30	R	E	<p><u>Administrative Functions:</u> Reviews investigative reports and processes for compliance, efficiency, accuracy and adherence to professional standards. Coaches and mentors staff in establishing best practices in</p>

			<p>investigation techniques and methods.</p> <p>Manages a staff of investigators who: Provide public safety by frequently assisting local, state and federal law enforcement agencies in investigating criminal activity, policy violations, code of conduct violations. Addresses security threats by the gathering of intelligence information and evidence, interviewing persons of interest, conducting searches of persons, property and facilities for use in the investigation of criminal activity.</p> <p>Provides leadership/direction, expertise, knowledge, and accountability within the Inspector General's Office.</p> <p>Supervises OIG personnel using best management practices including the following: interviewing, selecting and hiring staff in accordance with regular and affirmative action recruitment; selecting and approving appropriate training for staff; employee work analysis and performance evaluation functions; employee union negotiations and relationships; Counsel, direct and motivate employees in work related activities, personal growth and career development/succession and planning; hearing and resolving employee grievances; providing, approving or disapproving recommendations from subordinate staff on personnel actions; resolving conflicts and determining the need for and initiating disciplinary action to ensure competent staffing and unit/division performance.</p> <p>Develops implements and monitors compliance of Rules, Policies and Procedures for the Inspector General's Office. Reviews and analyzes operational reports and directives to ensure security compliance with Department Rules and Procedures, making necessary revisions and/or recommendations for revisions to the DOC Executive Management Team, Leadership Team, the Institution management teams as well as other employees.</p> <p>Reviews and evaluates all programs within the OIG for effectiveness and efficiency. Advises and works together with the Inspector General (IG) on matters related to DOC security; identifies problematic areas and practices, and makes recommendations for policy change</p>
30	R	E	<p><u>Operational Functions:</u></p> <p>Directs the daily operations of the statewide Special Investigations Unit (SIU) and Intelligence Unit by developing and implementing unit procedure, department rules and policies that have a department-wide impact. Develop and implement unit priorities that support Department goals, operations objectives and budgetary policy; develop and implement</p>

operating methods that mitigate and inspire effective/efficient resource development/utilization; evaluate information received from inmates, staff, citizens and law enforcement agencies to ensure consistent investigations of issues/allegations; review and monitor investigations as they develop and progress; review and approve investigative reports submitted by employees of the OIG. Oversees the following programs; Use of Force Review, Suicide Review, Inmate Death Review, inmate substance abuse testing; as well as those assigned to investigate and assist in the apprehension of fugitives.

Represents the Inspector General at meetings and other functions as directed. Attend the ODOC Executive Management Team meeting as well as other departmental meetings as required or desirable on behalf of the IG. At the direction of the IG, work with the Executive Management Team to help determine, recommend or revise agency, program, or division policies, rules and/or procedures. Represent ODOC on special committees formed to deal with state-wide correctional concerns and represent the IG as necessary. Serve on work groups outside of ODOC, including those involving representatives from federal, state, county, legislative groups and/or organizations. Examples include; the State Police, District Attorneys, Sheriffs, ODOJ, FBI, Internal Revenue Service and the National Institute of Corrections; may be required to speak publically regarding ODOC issues and to provide testimony before the Legislatures.

In absence of The Inspector General when designated, assumes full responsibility for the operation of the OIG's office.

Directs the orderly management of personnel through effective supervision and use of effective communication through writing and/or oral expression. Actively seeks to achieve agency affirmative action goals and a diverse workforce. Seeks to create a welcoming environment and the improvement of employee morale. Assures a respectful work environment free from discrimination or harassment of any type, which promotes open communication at all levels of the organization. Create a climate of increased cultural awareness, and assures all staff are valued and respected. Promote managerial skills among diverse populations of employees. Seek and maintain standards of excellence in staff performance; assures ongoing, annual and special evaluation of staff performance and that scheduled performance appraisal reports are completed in a timely manner including updating position descriptions and performance standards as needed. Identifies staff performance problems, takes and/or effectively recommends appropriate course of action to solve the situation and the development of work plans and special work improvement plans as mandated

			by procedures. Assures special recognition is given to staff for excellent performance. Work with Safety Manager and Human Resource Analyst to assure an effective early return of injured workers program.
15	R	E	<p><u>Communications/Coordination Functions:</u></p> <p>Personally and frequently tours the various OIG work locations throughout the state. Strive at all times to maintain a positive relationship with all Institutions and Divisions internally and externally.</p> <p>Facilitates communication between the OIG Administration and the OIG staff as well as with the Institution Managers. Works with the IG to develop goals and operational objectives for the OIG consistent with current statues and Department Mission/Goals. Provides consultation to senior DOC management at direction of the IG concerning management reviews or investigations of personnel related issues, or issues related to the safety, security or orderly operations of DOC facilities; acts as a resource to senior management and agency personnel for technical assistance and training in the detection, prevention and disposition of noncompliance with agency rules, policies, procedures and governing statutes and prevention, investigation and dispositions of major disturbances.</p> <p>Plans, develops and correlates long range objective and short range operations with the OIG/Institution/Department goals and objectives. Coordinate OIG programs and services with resources, programs and activities of the Oregon Department of Corrections functional units.</p>
5	NC	E	<p><u>BUDGET FUNCTIONS</u></p> <p>Assists with the preparation of the biennial and interim budget of the OIG by determining priorities among the functions of the office and explaining those needs to the Executive Management Team for ODOC. Planning and administering the budget of the Special Investigations Unit, Security Threat Management Unit and the Hearings Division to ensure sound financial management of Department financial resources within legislative intent and authorization. This is to include decisions involving allocations, reduction, unit staffing levels, services and supplies, travel, etc.</p>

			<p>Directs and monitors management of the OIG budget consistent with and in compliance with all requirements of law and rules for State agency fiscal control.</p> <p>Forecasts future direction and budgetary needs of the OIG units, make recommendations to the Inspector General.</p> <p>Reviews program costs to ensure expenditures remain within approved budget appropriations and approved purchasing procedures.</p> <p>Controls and maintains all items of capital and expendable property and supplies.</p>
5	R	E	<p><u>Other Related Duties</u></p> <p>Attends conferences and training related to administrative hearings, management and leadership and other areas relating to the business of the OIG and/or ODOC.</p> <p>Advises DOC training personnel on training curriculum for DOC staff related to investigations, Works with the Professional Development Unit on training curriculum, provides training, and monitors training programs related to the OIG for presentation of New Employee Orientation, In-Service training, advanced training for OIG employees and primary and secondary leadership training.</p> <p>Directs and participates in other projects and duties as assigned by the Inspector General. Including workgroups involving internal and external stakeholders and public speaking.</p> <p>Facilitates the development and reporting of performance metrics for the IG function. Supports efforts to improve underperforming metrics through use of breakthrough initiatives and 7-step problem solving teams to solve problems and improve processes.</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.

Regular office environment with daily contact with Inmate Workers, Assigned Staff, as well as other Central Office Staff and Visitors. Expected to periodically visit all correctional institutions and facilities, meet with local management and staff, to include labor representatives, satellite OIG staff and to tour these facilities and institutions. Periodically meet with District Attorneys, Sheriffs,

Oregon State Police Representatives and other outside stakeholders, as required to maintain good working relationships and coordination of missions. The incumbent in the position will be expected to share the mission, vision and core values of the department; it requires active modeling of pro-social behaviors in support of 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 change, and that the future public safety of Oregon depends on maintaining environments where such change is to be valued and nurtured; may be required to travel extensively, work irregular and long hours; may be exposed to verbal abuse, harassment, threats of physical violence to self and/or family, and illegal or hazardous substances; may encounter physical resistance. It is subject to membership in PERS under the designation of "Police and Fire" due to responsibilities of the custody, supervision and control of inmates in a penal setting.

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.

- Oregon Revised Statutes and Oregon Administrative Rules
- Department of Corrections Policies and Procedures
- Federal Laws and regulations such as PREA, ADA, FSLA, OSHA
- Collective Bargaining Agreements
- Other state and federal requirements including environmental, labor, financial management, and contractual regulations.
- Adherence to quality standards promulgated by the Association of Inspectors General

b. How are these guidelines used?

Providing both general and specific guidance, direction, limitation and operating instructions.

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 Management	Telephone, written correspondence, electronic mail and face to face interaction	Liaison with DOC institutions and facilities and other agencies regarding administrative hearings issues and processes and the gathering and sharing of intelligence information.	Daily or as needed.
ODOC staff in all Divisions.	Telephone, written correspondence, electronic mail and face to face	Consult on issues, gather pertinent information, offer advice, provide technical assistance, answer concerns and negotiate	Daily or as needed.

	interaction	acceptable responses/resolutions. Interpret and explain administrative policies, rules and regulations. Present and/or explain, exchange information. Make decisions; build positive and productive interpersonal relationships. Participate in work groups, advise on areas of responsibility and expertise	
DOJ, Various stakeholders form Federal, State, County and local law enforcement agencies,	Telephone, written correspondence, electronic mail and face to face interaction	Liaison with outside agencies regarding administrative hearings issues and processes and the gathering and sharing of intelligence information.	As necessary
Inmate Family members or representatives.	Telephone, written correspondence, electronic mail and face to face interaction	Interact with citizens, inmate families, inmates and government officials.	As necessary

SECTION 7. POSITION RELATED DECISION MAKING

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

In concert with the Inspector General, the Assistant IG helps develop and revise policies and procedures for the IG's Office. Provides leadership-direction and makes management decisions for the Office in planning, directing, organizing and monitoring daily activities and actions. Directs and is involved in budget development, allocation and monitoring regarding staffing needs, expenditures and cost center allocations. Makes decisions that include, but are not limited to policy and procedure direction, process administration, assignment and evaluation of work, allocation of resources, training for staff, function of the different IG units, logistical changes, purchase approvals, employee leave authorization, and evaluation of work performance, and budget management of employees in the IG's Office. Makes decisions regarding personnel actions and recommends actions to the IG, Director and Deputy Director concerning legal issues. Also makes decisions and recommendations regarding budget and policy to the IG and DOC Executive Management Team. Improper decisions made by this position, which has substantial decision making authority, could result in adverse legal actions, over expenditure of budget allocations, denial of due process in the inmate disciplinary hearings process, improper oversight decisions and hamper the ability for the ODOC to meet its mission.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Inspector General PEM H	9700838	In person.	As needed.	Ensures policies, rules, and laws are followed, and information dispersed, is accurate.

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? 20

How many employees are supervised through a subordinate supervisor? 20

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:

This position requires strong ethical leadership and supervisory/management skills. Along with this, the incumbent must possess strong verbal and writing skills and have the ability to effectively communicate with a wide variety of people. It requires the ability to establish and communicate realistic job expectations to subordinates and to promote team work concepts to work groups in diverse locations statewide. The position requires the ability to establish and maintain harmonious working relationships with superiors, peers, subordinates, other department staff, labor representatives and stakeholders outside of the ODOC. The position also requires the skills to effectively promote the ODOC's Mission, Vision and Values and to ensure that all staff is afforded a respectful workplace environment in which they are encouraged to grow professionally.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
This position manages a budget allocated for the effective and efficient operation of the Office of Inspector General.	Over \$12,000.000.00	General Fund

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

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