



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
9/1/16**

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

Agency: Oregon Department of Corrections
Facility: Offender Information and Sentence Computation

New Revised

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Principal Executive Manager C</u></p> <p>c. Effective Date: <u>07/01/2007</u></p> <p>e. Working Title: <u>Institution Records Manager</u></p> <p>g. Section Title: <u>OISC</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): <u>Wilsonville-Washington</u></p> <p>l. Supervisor Name: <u>Bethany Smith</u></p>	<p>b. Classification No: <u>X7004</u></p> <p>d. Position No: <u>0700674</u></p> <p>f. Agency No: <u>291010</u></p> <p>h. Budget Auth No: <u>35912300</u></p> <p>j. Repr. Code: <u>N/A</u></p>
<p>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</p>	
<p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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 Intake Unit, which is part of the Offender Management & Rehabilitation Division of the ODOC.

The Offender Management and Rehabilitation Division is responsible for carrying out the ODOC 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:**

Assist the Administrator and OISC management team by providing operational direction, goal development and program analysis. Provide leadership and supervision to the Institution Records Offices staff and direction and training for all OISC staff. In addition to OISC staff, the incumbent interacts with all DOC staff; representatives from the Attorney General's office; attorneys; the Board of Parole and Post Prison Supervision; the Criminal Justice Commission; legislators; Community Corrections; and other local, state and federal law enforcement agencies. The individual in this position oversees the development, implementation and support of effective internal processes; provides technical guidance on records maintenance; and develops Unit and Department policies and procedures with respect to all aspects of offender records management. The incumbent researches and evaluates program regulations, technical policies and procedures to make just and legal recommendations to the OISC Administrator, DOC executive staff and other OISC managers on records policy decisions. The individual in this position serves on multi-disciplinary Department and inter-agency committees and project teams. The individual in this position must conduct themselves in a professional manner that promotes a respectful workplace and address any behaviors that detract from or prevent respectful employee interactions.

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.

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
40	NC	E	<p>Staff leadership and management: Manage OISC Institutions Records Offices staff by providing direction in day-to-day operations. Plan, assign, supervise and evaluate the performance of Institution Records staff by establishing expectations and communicating with staff to ensure assignments are completed in a timely manner. Establish and manage work schedules and coverage plans for all Institution Records Unit staff. Direct the recruitment, selection and training of new Institution Records Unit staff. Participate in the resolution of employee job-related issues and grievances. Complete annual performance on staff assigned to the Institution Records Unit; create and maintain systems of recognition for staff performance that exceeds expectations and document and address performance that falls below expected standards in accordance with the AFSCME Security Plus and AOCE Collective Bargaining Agreements. Take a proactive role in creating and maintaining a professional, efficient and harassment-free work environment. Establish and maintain professional working relationships with staff from other DOC</p>

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

			functional units, the Department of Justice, District Attorneys, county criminal justice organizations and the Oregon Criminal Justice Association.
35	NC	E	OISC management team member: Assist in the establishment and achievement of OISC strategic plan measurements and goals. Create workload management systems to limit risk to the unit by ensuring compliance with Oregon Revised Statutes; Oregon Administrative Rules DOC rules, policies and procedures; and Unit procedures. Initiate, participate in, manage and complete projects related to the continuous process improvements of Unit operations. Participate in the preparation of the biennial budget and interim budget requests. Identify the necessary resources to implement OISC policies to ensure the efficient and effective provision of services. Reallocate Unit resources, as necessary, to respond to changes brought about by changes to laws, policies, procedures and inmate population forecasts. Provide back-up supervision of other work units within OISC in the absence of peers. Provide short-term backfill for the Administrator as needed.
20	NC	E	Communications: Work with institution management teams when they make requests for assistance with inmate records issues. Prepare written correspondence, reports, operational statements, business plans, inventory audits and other documents. Lead presentations to staff both inside and outside of DOC regarding the Institutions Records Offices and general OISC operations. Respond in writing and over the phone to requests for information from the general public. Correspond with institution management teams on any issue that impact an inmate's physical incarceration.
5	NC	E	Other duties: Perform other duties as assigned by the Administrator or DOC Central Office staff.

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.

The incumbent is required to work a professional work week that may exceed forty (40) hours. The Institution Records Manager is expected to accept responsibility for the operations of all staff assigned to the Institution Records Offices. The incumbent's work and leadership must adhere to and further the rules, policies and procedures of the Department and OISC. The Institution Records Manager must be able to work with computer systems and programs of varying complexities, with minimal training, to transact their work and to supervise the work of the Institutions Records Offices staff. The majority of the work performed is in an office, cubicle setting. As the Unit is located on the grounds of a correctional facility, the incumbent is required to follow basic security protocols and will work around inmates. Meeting attendance and Unit representation requires infrequent, in-state travel that may include overnight stays. The individual in this position will be on-call in the event of declared Unit and/or Department emergencies. The incumbent may backfill for other managers and the Administrator on a short-term basis.

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 (ORS)
 Oregon Administrative Rules (OAR)
 DOC Rules, policies and procedures
 Federal Laws and Regulations
 Oregon Attorney General's Public Records and Meeting Manual
 Precedent setting court decisions
 General Accepted Government Auditory Standards (GAGAS)
 Guidelines for Professional Standards and Certification
 Professional records management publications
 AFSCME Security Plus Collective Bargaining Agreement
 AOCE Collective Bargaining Agreement
 OISC operational procedures

- b. How are these guidelines used?

The identified resources establish guidelines and direction for daily operations and allow for the accomplishment of OISC Unit goals and directives. Laws, rules, policies and procedures are used to determine the retention, release and sealing of public records. Collective bargaining agreements ensure effective personnel management. The General Accepted Auditory Standards maintain protocols for employees auditing sentence calculation accuracy.

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>			
Executive Level DOC staff	By telephone/in writing/in person	Seek and share information, provide operational clarifications	As required
Community Corrections Directors	By telephone/in writing/in person	Clarify and communicate operational decisions and practices	As required
Attorney General's Office/DOJ	By telephone/in writing/in person	Seek legal opinions	As required
State and Local Criminal Justice Agencies	By telephone/in writing/in person	Information exchange, policy and practices clarification	As required
Attorneys, both prosecution and defense	By telephone/in writing	Case preparation, information exchange	As required
Board of Parole and Post Prison Supervision	By telephone/in writing/in person	Information exchange and process coordination	As required

SECTION 7. POSITION RELATED DECISION MAKING

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

Recruit, interview and recommend candidates for hire. Identify initial and continued staff training necessary for Institutions Records Offices staff to work effectively and grow as professionals. Prioritize and assign work, schedule employee time and approve requested time off. Authorize Unit purchases up to \$5,000. Recommend personnel actions to take in those instances where employee performance falls below expected/required standards in accordance with the collective bargaining agreements and Department policy. OISC managers will demonstrate the consistent exercise of good judgment in making decisions and in recognizing situations that, if not addressed correctly, could create an employee or public safety risk or jeopardize the successful outcome of a project.

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 curser at end of a row (outside table) and hit "Enter".</i>				
OISC Administrator	8919043	In person, in writing, by proofing written work	Daily	Recognition, professional growth, performance correction, provide direction

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 24
 How many employees are supervised through a subordinate supervisor? 0

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:

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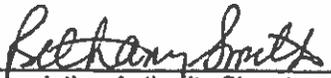
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

OISC	\$12,641,162	General Fund
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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	9/21/16 Date		