



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
September 5, 2016

This position is:

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

Agency: Oregon Department of Corrections

Facility: Oregon State Penitentiary

New Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Office Specialist 2; b. Classification No: C0104A; c. Effective Date; d. Position No: 0010.101; e. Working Title: Management Assistant; f. Agency No: 29100; g. Section Title: Physical Plant; h. Budget Auth No: 00086610; i. Employee Name; j. Repr. Code: CP; k. Work Location (City - County): Salem-Marion; l. Supervisor Name (Optional): Mitchell, Steve; m. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, Job Share; n. FLSA: Exempt, Non-Exempt; If Exempt: Executive, Professional, Administrative; o. Eligible for Overtime: 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 mission of the Oregon Department of Corrections (ODOC) is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The ODOC operates a variety of prisons throughout the State of Oregon to accomplish this mission. The ODOC is committed to operating orderly prisons that offer inmates the opportunity to address identified criminogenic risk factors in safe environments while remaining securely confined. The "Oregon Accountability Model," designed specifically to reduce the risk of future criminal behavior, is supported by all the program components of ODOC. The primary purpose of an institution is to protect the public by providing confinement as authorized by statute and as ordered by the courts. In addition to confinement, essential daily living needs are provided, including food, clothing, housing, and health. Self-improvement opportunities are also available in the form of education, meaningful work assignments, participation in special needs programs, and leisure time activities. The Corrections Department maintains a maximum-security penitentiary with an adjacent minimum facility in Salem. The 194.4-acre institution property is highly visible to the public inasmuch as it is surrounded by a 25-foot high wall and ten 35-foot high watchtowers. The OSP biennial budget is \$81,251,130 with over approximately 430 staff persons, a staff of 85 on a joint supervision basis, and approximately 500 volunteers. Value of the Oregon State Penitentiary buildings is \$113,939,405 and the value of the land and improvements is \$44,732,613 for a total value of \$158,672,018.

The Penitentiary, which houses in excess of 2200 inmates, serves as a place of confinement for assigned inmates. Included within the Penitentiary are special housing units consisting of the Special Management Housing (SMH), Mental Health Infirmiry (MHI), Death Row, Disciplinary Segregation Unit (DSU), the Health Services Infirmiry and the Administrative Segregation Unit (Ad Seg). SMH, MHI, and Infirmiry house inmates from all ODOC institutions. The institution maintains a safe and secure environment to carry out sentences provided by statutes and ordered by the courts and to manage offender behavior consistent with the Department's mission.

The Physical Plant programs' scope of services includes; maintenance and repair of all systems, equipment, buildings, and grounds of both institutions to ensure a safe, secure, and well-maintained environment for staff, visitors, and inmates. Performs all construction, electrical and plumbing repairs needed that are within the capability of Physical Plant staff and the scope allowed by the trades licenses held. The Physical Plant maintains transportation and ground maintenance equipment, and operates and maintains steam generating and distribution systems for Intensive Management Unit and the Oregon State Penitentiary.

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 Office Specialist 2 assists the Physical Plant in the maintenance of files that pertain to Physical Plant operations and in the maintenance of confidential files pertaining to Physical Plant staff. This position manages the input and file maintenance of purchase orders, deliveries, and receipt of purchase order commodities. Staff payroll records, inmate hiring/firing records, and attendance records are maintained by this position. This position supervises an inmate work crew that assists in the daily maintenance of equipment, maintains files, institution drawings, and upkeep.

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.

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 curser at end of a row (outside table) and hit "Enter."

60	NC	E	<p>Manages the daily operations of the Physical Plant Office. Answers multi-line telephones determining what information is necessary or researches for requested information; takes messages; transfers calls to appropriate staff, or contacts shops for required emergency repairs. Maintains all correspondence, personnel, and payroll files for the Physical Plant. Organizes, tracks and maintains files and records on all purchase requests, delivery of orders, special construction projects, etc. Relays information to trades people and inmate crews for urgent or emergency work request for repair of institution facilities. Maintains and tracks all staff vacations, illness, overtime, sick leave, furlough, cash/compensatory time, training, etc., for both represented and management staff for accurate recommend in accordance to the labor contract, personnel rules, policies, payroll procedures, etc., as required. Maintains an inventory of tools and performs daily inspections of the Physical Plant Office tool board. Performs data entry of inmate time on the DOC 400 computer system. Supervises assigned inmates performing general clerical, drafting, engraving, and data entry for CMMS. Perform frisk searches on Inmates, Performs data entry of purchasing/receiving on the AFAMIS/CENTER 2 system. Maintains and tracks purchasing requests, track approval process for purchasing and assist accounting and purchasing with discrepant accounts. Maintain managers calendar and schedule appointments and conferences;</p>
20	NC	E	<p>Recommend for hiring, pay or dismissing inmates assigned to the Physical Plant office, forward all inmate hire and job change paperwork to Group Living, shakes down work and office areas for unauthorized items. Authenticates inmate pay and attendance records and establishes back up information for certification of inmate pay. Researches and assembles information for weekly and monthly reports routinely. Composes memos, letters, reports, etc. as required. Drafts, edits, and distributes correspondence, which includes memos, letters, responses to inmate grievances, inmate turnouts, and request information from other agencies and vendors. Initiates follow-up letters and memos. Performs and submits a completed daily/weekly safety/sanitation check list. Maintains and tracks purchasing on Physical Plant SPOT Card Purchase Authorization accounts. Conducts background checks and maintains database for vendors, outside contractors. Sets up and maintains record keeping and filing systems for the Physical Plant. Responsible for routing and/or retaining access to confidential documents, papers, faxes and other information including interview candidate information and employee records.</p>
10	NC	E	<p>Prepares expenditure and billing reports to meet established deadlines as well as monthly/weekly reports. Develops computer forms and programs necessary to accomplish daily work duties efficiently. Makes meeting arrangements, travel arrangements and reservations as needed. Assists in tracking new projects. Ensures that the database for utility billing, vehicle operation records, and fuel expenditures is maintained. Fill in as backup for weekly institution bulletin, as needed. Take notes at institution Tool Committee monthly meetings, forward all minutes to committee</p>

			members, maintain file of meeting minutes and approved items. Initiate recruitment process. Submit authorization forms to fill open position, track forms through approval process, work with recruitment to open announcement, send out invitations for interview, set-up interview panel, proctor written/test portion of interview for all interviews. Assist in new employee paperwork, forward all completed paperwork to HR, Payroll, etc. Maintain current list of vendors/outside contractors with institution access, Institution access paperwork (451's), Place weekly/monthly orders for cleaning and office supplies, receive and distribute local and institution phone books for Physical Plant, maintain DL list for OSP Physical Plant on outlook system. Purge Physical Plant files in accordance to Department retention schedule.
10	R	E	Other duties as assigned

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.

This position is located inside a maximum security adult male correctional institution and employee may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. On a daily basis, inherent custodial duties include control of institution keys by maintaining proper custody, use and reporting discrepancies; enforcing department and institution directives for safe and secure operations/security. Employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment and contraband, and to document unusual incidents. This person is subject to recall to the institution in the event of an emergency and is to maintain preparedness for emergencies by reading and following the Emergency Response Plan Manual. Maintains professional demeanor, code of ethics, and good communication to create a safe work environment. The employee in this position works in an office environment where conversations and paperwork of a sensitive nature are generated on a daily basis and must possess the ability to keep this information confidential.

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 Rules & Procedures, Oregon State Penitentiary Procedures & Desk Manual, Software Manual, Collective Bargaining Agreement, Law Enforcement Data System Manual, Oregon Revised Statutes, Letters of Agreement, Price Agreements, Union Contract Personnel Division Rules, Administrative Services Purchasing Guidelines, OSHA Safety Codes, Fire Codes.

b. How are these guidelines used?

The Rules and Procedures govern the operation of the Oregon State Penitentiary. These are used daily in dealing with staff, visitors (both officials and general public) and in telephone conversations

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>			
OSP Staff	In-Person/Telephone/E-Mail/Fax	Problem Solving	Daily
Section Managers	In-Person/Telephone/E-Mail/Fax	To discuss approved work orders	Daily
Security Personnel	In-Person/Telephone/E-Mail/Fax	Insure security while on the job	Routinely
Vendors	In-Person/Telephone/Fax/E-Mail	Verify cost/availability of materials and supplies	Bi-Weekly
Outside Contractors	In-Person/Telephone Fax/E-Mail	Insure quality Work	On Occasion
Inmates	In-Person/Inmate Kytes	Work assignment	Continuously

SECTION 7. POSITION RELATED DECISION MAKING

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

Order parts, materials, supplies in a timely manner so all shops can remain operational. Correct prices and account numbers for budgetary impact. Ensure shop personnel are informed of emergency repairs to avoid major catastrophes.

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	431001	Visually, Verbally	Daily	Ensure progress of reports, deadlines, etc.

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 |

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:

Employee must possess ability to follow specific guidelines, use appropriate judgment in solving routine problems arising in the course of completion of assigned tasks. Must be able to work effectively under pressure of deadlines, disruptive conditions, and changing priorities. Requires good organizational and communications skills. Must be able to deal with subject matters that may contain descriptive, obscene, and violent portrayals. Must be able to carry files, climb stairs, and do considerable walking even in inclement weather. Must be able to work in a production environment, which requires doing many repetitive projects. This position works collaboratively in a team setting. Good team player skills are necessary, including the willingness to collaborate, share information, and contribute to the team success as necessary. This position also requires excellent customer service skills and contribute to a positive, respectful, and productive work environment. Regular and timely attendance is an essential function of this position. This position is required to successfully complete all training provided by the Department. This position will review and follow all guidelines outlined in section 5. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders, and actively support the Oregon Accountability Model through their day-to-day interactions with others. The Oregon Accountability Model is based on a strong belief of the importance of strengthening staff to inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. DOC staff relationships and communications with those we have been charged to secure and change are core to the Department of Correction's success; staff interactions with inmates are key to shaping pro- social behavior and achieving long-term public safety.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: This position does not have the authority to commit agency funds.

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>		

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