STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
07/01/2014

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Office of Inspector General

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Office Specialist 2	**b.** Classification No:	C0104
c. Effective Date:	07/01/07	**d.** Position No:	0710003
e. Working Title:	Intel Support Specialist	**f.** Agency No:	29100
g. Section Title:	Special Investigations Unit	**h.** Budget Auth No:	001031480
i. Employee Name:		**j.** Repr. Code:	AAON
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name (Optional):	Marica Ventura		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ 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 Office of Inspector General (OIG) is composed of the department's Inspector General's Office, Special Investigations Unit (SIU), Security Threat Management (STM), Hearings Unit, and the Special Needs Population Management Unit. This division is responsible for providing oversight and resources to the Department in these areas to enable the department to effectively manage the work force, hold inmates accountable for their action and coordinate directives.

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:

Provide clerical support for the Intelligence Unit and the STM Lieutenants. Assist staff in promoting the Oregon Accountability Model by assuring that appropriate contact is maintained with the inmate's family and social support structure while maintaining important security and safety features. Duties include data entry, filing, sorting mail, and may include answering phones. The date entry duties required the ability to input large amounts of numerical data and make critical decisions concerning the application of DOC rules as applied to the data.

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".*			
40%	NC	E	Provide Clerical support for the Intel Unit and STM Lieutenants. Duties include data entry, filing, sorting mail, and answering phones. Enter data from Suspected Security Threat Intelligence Reports provide data base reports to various staff and manage STM Predicate statements. Enter SSTIRS on new Intel information found. Accuracy and speed are essential.
30%	NC	E	Perform a preliminary check of the forms directed to the Intelligence office. Direct the appropriate correspondence to the correct Intel Analyst. Monitor phone calls on watch list listening for unusual activity. File completed forms and copies. Return outgoing mail to the mail room. Maintain and organize Intel related data base. Assist Intel personnel with gathering and organizing intelligence. Handle outside agency request for information and public records requests and monitor social media sites for data mining
25%	N	E	Monitor and distribute hotline and PREA calls to the appropriate person. Maintain database of calls and respond to Inmate or citizen making the calls. Distribute kites as needed to investigators.
5%	N	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.

Will be expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a 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 valued and nurtured.

Office environment requires confidentiality, tact and sensitivity. Occasional travel to other parts of the state may be required. Working at personal computer for extended periods of time required. Required to work overtime on occasion to meet deadlines. Regular and consistent attendance is an essential function of this position with the Office of Inspector General.

The data entry portion of the job requires the prolonged use of a computer terminal while entering data into the system. This work can be interrupted with filing and other duties to provide a change of pace but will still be a majority of the work required. Occasional lifting of file archive boxes weighing 10-15 lbs. may be required. This position has indirect inmate contact.

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.

Inmate Phone System Procedures.
Department of Corrections Rules and Policies.
Desk Manuals
Labor Agreement

b. How are these guidelines used?

Through awareness of the Inmate Phone System procedures and DOC inmate phone rules and policy is necessary to correctly process forms and answer inmate correspondence. All of these are used as a guideline to meet the mission of the Oregon Department of Corrections and provide the scope of authority to the employee. DOC Administrative Rules and Policies clarify and implement statues signed into law. DOC Administrative Rules are also used to respond to kites from inmates. Labor Agreements provide working agreements between management and represented employees related to working conditions, pay and other areas of concerns.

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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Other Department Staff	E-mail/Telephone/In-Person	Rules/Policy/Information	Daily
Other agency staff	E-mail/Telephone/In-Person	Provide information and requests for assistance.	Daily
General Public	Phone	Provide information.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decides what person or institution hotline calls or PREA calls are directed. Has to decide how inmate correspondes are responded to or direct to the correct person

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Office Manager, ESS2	9500005	In Person, Telephone, Email	Daily	Accuracy, standards, and compliance.
Deputy Inspector, PEM F	6000903	In Person, Telephone, Email	As Necessary	Accuracy, standards, and compliance.

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

Must be proficient in typing, computers and recordkeeping. Must be able to concentrate on several tasks simultaneously, pay attention to detail and be able to adjust quickly to immediate reassignments.

This employee has inherent responsibility for handling inmate incidents in the employee's immediate work area, preventing escapes by proper control of keys, tools and contraband; and documenting unusual incidents as they occur.

This position is subject to call back in the event of an emergency or work stoppage and is subject to assignment in any position.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser 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	7/9/14 Date		