



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/1/12

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>Operations and Policy Analyst 2</u>	b. Classification No: <u>C0871</u>
c. Effective Date: <u>4/1/2012</u>	d. Position No: <u>8907003</u>
e. Working Title: <u>Legal Coordinator</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Office of the Inspector General</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>AAON</u>
k. Work Location (City – County): <u>Salem / Marion</u>	
l. Supervisor Name: <u>Leonard W. Williamson</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input 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 Oregon Department of Corrections is responsible for the management and administration of all adult correctional institutions and other functions related to state programs for adult corrections. It has seven major divisions and a strong relationship with Oregon Corrections Enterprises, a semi-independent state agency.

The DOC Office of the Inspector General comprises Special Investigations, Hearings, Security Threat Management, and PREA/Intelligence Unit. Through close and streamlined collaboration among the units, this division is charged with supporting the agency's mission through collaboration with internal and external stakeholders. Key functions include management of individual inmates that present an elevated security threat risk based on intelligence; providing investigative services to all DOC institutions and facilities regarding suspected wrongdoing by inmates, staff, contractors, volunteers and visitors; conducting disciplinary hearings in accordance with established rules and relevant case law for inmates accused of rule violations; provide uniform guidelines and procedures to reduce the risk of prison sexual assault and

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.

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
60	R	E	<p><u>System Analysis/Evaluation/Improvement</u></p> <p><u>Litigation</u> In conjunction with DOJ, develop the litigation database to be used in tracking litigation activity for the Department of Corrections Director; maintain the database by inputting data received from DOJ; collaborate with DOJ and IT in the design and implementation of the public records request database; lead agency management in managing and tracking the department's Tort process; develop and maintain systems operation manuals. Design and deliver training to staff in implementation of new programs, policies and procedures and processes and litigation training; prepare operational reports and data summaries used in evaluating program efficiency; report to administration on programs goals and objectives and recommend future enhancements to existing systems;</p>

interim budget requests by projecting resource requirements; prepare documentation for various budget requests; analyze monthly projections for the division and provide input and suggestions to the Inspector General and Deputy Inspector General; authorize payment of bills and reimbursements both within DOC and to outside vendors; perform a regular analysis of each functional units budget including; review of expenditures, personal services costs, contracts, and supplies and services; monitor the divisions vacancies, double-fills, under-fills, etc; advise and make recommendations to the Inspector General and Deputy Inspector General regarding budget management and strategies to solve division budget issues and deficiencies; track and monitor all of the division's personal services to ensure compliance with funded levels, established staffing standards, and general position management; provide explanation regarding appropriation or the need for additional resources, to higher level officials in order to obtain resources necessary to implement programs; recommend redistribution of available resources, as needed to meet changing needs; prepare allotment plans and consult with the Budget Analyst on expenditures and revenue patterns; review with functional unit managers, their unit's budget including staffing, expenditures, contracts and forecast the future direction and budgetary needs; work with managers to assess program budgetary needs, develop budget narrative, identify and solve budget and cost accounting issues; budget authorization in the following areas: transferring of funds within/to other functional unit; advise Budget Analyst on line items adjustments based on current/future spending projections including Personal Services

5

R

NE

Other Duties as Assigned

Assist with other duties/assignments/projects, assigned by the Inspector General, Deputy Inspector General and/or the Director's Office.

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.

Normal office environment. Requires confidentiality, tact and sensitivity. Attends meetings on-site at correctional institutions and other locations throught the state. Occasional contact with inmates.

SECTION 7. POSITION RELATED DECISION MAKING

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

This position must maintain confidentiality related to staff investigations and labor relations issues. Prioritize and schedule personal workload to assure timely response to department, division and individual project needs, providing complete and accurate information, reports or materials needed to carry out the mission of the department. Must be able to work with a high degree of independence under the general direction of the Inspector General and Deputy Inspector General, as well as the Planning and Budget Administrator. Consult with supervisor as necessary to obtain direction, clarification of expected results, confirm interpretation of regulations, and seek guidance in complicated or unclearly defined areas. Decisions made by this position are a direct reflection of the Inspector General and Deputy Inspector General, the Planning and Budget Administrator, and the administration of the divisions and the department.

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>				
Inspector General	7700838	Communication as needed by either party, review of special projects work assigned.	As needed	Direction, feedback and mentoring.
Deputy Inspector General	6000903	Communication as needed by either party, review of special projects work assigned.	Daily	Direction, feedback and general supervision

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 |