



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/3/13

Agency: Psychiatric Security Review Board

Facility: 610 SW Alder, Suite 420 Portland, OR 97205

[ ] New [x] Revised

This position is:

- [x] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist 2
b. Classification No: C0108
c. Effective Date:
d. Position No: 0399008
e. Working Title: Hearings Specialist
f. Agency No: 39900
g. Section Title:
h. Budget Auth No: 000181420
i. Employee Name:
j. Repr. Code: UA
k. Work Location (City - County): Portland - Multnomah
l. Supervisor Name (Optional): Juliet Follansbee, J.D., Executive Director
m. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [ ] Exempt [x] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [ ] Administrative
o. Eligible for Overtime: [x] 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 Psychiatric Security Review Board (PSRB) was created by the Oregon Legislature in 1977 for the purpose of assuming jurisdiction of those persons who successfully assert the insanity defense to a criminal charge. The Board is multi-disciplinary in nature and was originally comprised by statute of five part-time members (psychiatrist, psychologist, attorney, parole and probation officer, and a member of the public). It bridges the criminal justice and mental health systems. Its enabling statutes direct the Board to have as its primary purpose the protection of society while remaining mindful of the rights of individuals under its jurisdiction. Its mission is to protect the public through the on-going review of the progress of guilty except for insanity clients and a determination of their appropriate placement. It does that through a hearings process in which a panel of Board members meets to review individual cases in order to determine which clients are in need of hospital level of care and which can be adequately supervised and treated in the community under conditions set and monitored by the Board. The Board currently has jurisdiction over approximately 570 clients in Oregon, of whom 383 live in communities throughout the state with strict supervision and monitoring. Approximately 75% of the cases supervised by the Board are for serious person-to-person felony charges such as Assault, Arson and Homicide.

In 2005, the Oregon Legislature expanded the role and responsibilities of the PSRB. It created a juvenile panel of the Board to assume jurisdiction over youths who were found by a juvenile court to be “responsible except for insanity” of a crime and who suffer from a “serious mental condition” or any mental disease or defect and pose as substantial danger to others. The statute took effect for youth with mental illness on July 1, 2007 and for youth with developmental disabilities on January 1, 2008. The panel is comprised by law of five part-time members including a child psychiatrist, child psychologist, an attorney experienced in juvenile law, a juvenile court counselor and a member of the general public. The juvenile panel currently has jurisdiction over 19 youths, nine of whom are living in community placements under supervision and monitoring with conditions similar to those placed on adult clients.

In 2009, the Oregon Legislature yet again expanded the role of the PSRB by assigning it the responsibility of conducting gun relief hearings to determine whether persons with mental health determinations who are barred from possessing a firearm should have their firearm privileges restored. The 2013 Legislative session expanded the Board's role in granting relief by designating it as the authority to hold hearings for those persons who have successfully asserted the guilty except for insanity defense and wish relief from reporting as a sex offender or reclassification of their risk designation. Additionally, the Legislature provided Oregon courts the option of placing certain civilly committed individuals under the Board's jurisdiction for placement and supervision purposes.

**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:**

- Facilitate the Board’s mission in protecting the public by implementing initiatives and directives of the Executive Director and the Board.
- Prepare exhibit files for review by Board members.
- Serve as backup monitor of the hearings process for all PSRB clients.
- Facilitate communication between the Board, the staff of the Oregon State Hospital (OSH) Forensic Hospital Services program, and community case managers.
- Assist the Executive Director in responding to questions from attorneys, district attorneys, law enforcement officers and other interested parties regarding the Board’s policies and procedures.
- Implement the revocation of conditional release process.

**SECTION 3. DESCRIPTION OF DUTIES**

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
65%	R	E	Exhibit File prior to the hearing: <ul style="list-style-type: none"> <li>• Request information that is missing from file.</li> <li>• Arrange exhibits in order, apply stamp, count number of pages in each exhibit.</li> <li>• Create exhibit list in Microsoft Word, using custom Access database.</li> <li>• Scan exhibits.</li> <li>• OCR, bookmark, and secure exhibits.</li> <li>• Create Adobe Acrobat exhibit list and secure.</li> <li>• Distribute file to appropriate parties via mail, fax or secure website.</li> </ul>

			<ul style="list-style-type: none"> <li>• Add exhibits to the file as they arrive.</li> </ul> <p>Exhibit File after the hearing:</p> <ul style="list-style-type: none"> <li>• Record results of hearing outcome if attending hearings and distribute to staff.</li> <li>• Reassemble paper and electronic exhibit files.</li> </ul>
5%	R	E	<p>Attend Hearings as needed:</p> <ul style="list-style-type: none"> <li>• Serve as backup for Hearings Officer.</li> <li>• Prepare and distribute schedule of hearings for Board, clients, attorneys, and others.</li> <li>• Collect, pack, and take files for matters to be reviewed at hearing.</li> <li>• Set up recording equipment and monitor and then store equipment at end of hearings.</li> <li>• Direct the flow of hearings: rearrange schedule as needed, call for clients, witnesses, and observers.</li> <li>• Create notes of the proceedings.</li> <li>• Provide Oregon State Hospital with notice of results of each hearing.</li> <li>• Maintain supply of forms used at hearings: voting form, notes regarding the hearing, record of the Board's decisions, and notification of right to appeal.</li> </ul>
5%	NC	E	<p>Revocation of Conditional Release:</p> <ul style="list-style-type: none"> <li>• Interpret laws and apply to specific situations.</li> <li>• Investigate possible violations of conditional release and gather facts for revocation process. Compose the sworn affidavit in narrative format and order of revocation when a client's mental status deteriorates such that the client represents a substantial danger to others or when a client violates a condition(s) of the release plan.</li> <li>• Check the legal order of revocation for factual accuracy.</li> <li>• Communicate orally to Board members the legal basis for revocation.</li> <li>• Enter an order for mandatory pick up and return to Oregon State Hospital (OSH) in LEDS.</li> <li>• Work with law enforcement and community agencies to coordinate the client's return to OSH.</li> <li>• Transmit exhibit file and relevant new documents to OSH upon revocation of client.</li> <li>• Cancel the order of revocation immediately upon the return of the client to OSH.</li> </ul>
20%	R	E	<p>Communication:</p> <ul style="list-style-type: none"> <li>• Coordinate exhibit gathering process with OSH and community agencies.</li> <li>• Attend daily staff meetings.</li> <li>• Create and submit reports to OSH and other community agencies to ensure compliance with Board policies and procedures.</li> <li>• Provide updated PSRB records to doctors, community agencies and other interested parties.</li> </ul>

			<ul style="list-style-type: none"> <li>• Receive significant and insignificant information about clients via phone calls from OSH and community agencies; take written notes; circulate significant information to staff.</li> <li>• Provide information about the Board and its processes and requirements to work contacts in Section 6.</li> </ul>
5%	NC	E	<p>Miscellaneous Duties:</p> <ul style="list-style-type: none"> <li>• Serve as backup for other staff members' duties.</li> <li>• Establish and carry out assigned program activities: Affirmative Action, Americans with Disabilities Act, Department of Administrative Services policies and procedures, Records Retention, State Surplus Disposal, State Recycling Directives, etc.</li> <li>• Other projects as assigned.</li> </ul>

## 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.**

- Locked office environment in downtown Portland
- Work hours 8-5, Monday-Friday
- Weekly hearings held at secure facility at Oregon State Hospital, Salem
- Pack and take case files (paper and electronic) to weekly hearings when needed
- Lift, load, and unload boxes of exhibit files that may weigh 30 lbs.
- Drive State car to hearings, meetings, etc.
- Set up recorder and record hearings

## 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.**

ORS 161.295 et seq., OAR 859 – PSRB  
 ORS 181.710 et seq., OAR 107-50-000 – 107-50-050, Law Enforcement Data Systems Operating Manual  
 2009 Oregon Laws, Chapter 827, Senate Bill 66 & ORS 279.635(3) – State Recycling Requirements  
 State of Oregon Human Resources Policy Manual  
 Americans with Disability Act  
 Department of Justice opinions  
 Confidentiality Statutes  
 PSRB policies and procedures

**b. How are these guidelines used?**

Statutes and administrative rules form the basis for the Board's authority to act and provide guidance on how to accomplish tasks. The Department of Administrative Services (DAS) policy and procedure manuals provide direction and information in development and management of office procedures. PSRB policies and procedures help the incumbent to prioritize tasks, meet deadlines, and follow consistent and approved methods of performing duties.

## 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>			
Hospital social workers	Phone, in person	Exchange client info	10+/wk
Clients under Board	Phone, writing, in person	Request hearing or info	15/wk
Community case manager	Phone, writing	Exchange client info, revocation	10+/wk
Attorney for client	Phone, writing, in person	Exchange client info, provide files, hearings	5/wk
Board Members	Phone, writing, in person	Schedule hearings & interact at hearings	3/wk
Attorney General	In person, phone	Hearings	3/wk
Law enforcement personnel	Teletype, phone	Revocation of CR	1/mth
Interested parties, general public	Phone, writing	Explain the Board's function, policies, procedures	5/wk
•			

## SECTION 7. POSITION RELATED DECISION MAKING

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

- Preparing materials for hearings in conformance with legal mandates. Meeting critical timelines for hearings keeps Board responsive to legal mandates.
- Seek additional documents as necessary to insure a complete record for Board consideration. Advise stakeholders to produce adequate documents (sufficient supporting documents) for Board review. Efficiency, completeness, and relevancy insure fair treatment for the client and the public.
- Direct flow of hearings, including changing the order of matters to be considered by the Board to accommodate the needs of various stakeholders including victims, treatment team members, the media, etc.
- Carry out revocation process when Executive Director is unavailable by contacting critical stakeholders and by securing signature of a Board Member. Timely and accurate action is necessary for the protection of the public and the client.

## 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>				
Z7006 PEM/D	399006	Info sharing; review of written work, hearings schedules, revocation documents	Weekly and as needed	Workload management and supervision
		Annual performance review	Annual	Discuss and evaluate performance; plan for upcoming year

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

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

How many employees are supervised through a subordinate supervisor? \_\_\_\_\_

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:

- Personal and professional integrity; excellent written and verbal skills; attention to detail; ability to set priorities independently and meet deadlines with interruptions;
- No criminal record for Law Enforcement Data System (LEDS) certification. LEDS was established by an act of the 1969 Oregon Legislature (ORS 181.710) which authorized the Executive Department to develop and operate a police information network. LEDS provides a criminal justice telecommunications and information system for the State of Oregon and is the control point for access to similar programs operated by other states and the Federal Government. LEDS places particular emphasis on responsiveness, system security, and rules and procedures that maintain the integrity of LEDS information. Required training provides the user with an adequate level of knowledge to enable effective use of LEDS and associated systems;
- Experience with Microsoft Word and Access;
- Valid Oregon driver's license;
- Knowledge of mental health and/or criminal justice systems.

In addition to the duties outlined above, each PSRB employee is expected to:

- Contribute to a positive and productive LEAN work environment;
- Work cooperatively with co-workers;
- Participate in team and agency development and training activities;
- Provide excellent customer service to the public, co-workers, and other state employees;
- Advance the mission of the agency by treating all customers, stakeholders, partners, and co-workers with dignity and respect;
- Contribute to a work environment where individual and cultural differences are valued and respected.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser 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