



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:  
December 15, 2011**

**This position is:**

**Agency:** Oregon Criminal Justice Commission

**Division:**

New  Revised

- Classified
- Unclassified
  - executive service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

**SECTION 1. POSITION INFORMATION**

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|--|-----------------------------|
| a. Classification Title: Economist 4           | b. Classification No: X1164 |
| c. Effective Date: December 15, 2005           | d. Position No: 0000023     |
| e. Working Title: Economist                    | f. Agency No: 21300         |
| g. Section Title:                              | h. Budget Authorization No: |
| i. Employee Name: Vacant                       | j. Representation Code: MMN |
| k. Work Location (City-County): Salem – Marion |                             |
| l. Supervisor Name (optional): Craig Prins     |                             |

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

n. FLSA:	<input checked="" type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive	o. Eligible for Overtime:	<input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt		<input checked="" type="checkbox"/> Professional		<input checked="" type="checkbox"/> No
			<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 Criminal Justice Commission is a seven-member citizen body created by the 1995 Legislature to improve the effectiveness and efficiency of state and local criminal justice systems by serving as a centralized and impartial forum for statewide public safety policy development, planning and agency coordination. By statute, the Commission's primary duty is to develop and maintain a criminal justice policy and long-range public safety plan for Oregon. The Commission also is responsible for collecting and analyzing felony sentencing data and monitoring asset forfeiture activities.

**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:**

Analyze the cost-effectiveness of Oregon's criminal justice system, and report those findings to the Governor and the legislature, along with recommendations for increasing the system's efficiency and effectiveness.

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**SECTION 3. DESCRIPTION OF DUTIES**

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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.

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% of time	N/R/NC	E/NE	DUTIES
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70	R	E	<p><b><u>Analyze Information &amp; Trends and Develop Strategies &amp; Directions</u></b> Analyze statewide trends and existing strategies and proactively propose new strategies and policies to top management, other state agencies, the Governor's office and the Legislature on prison populations, policies and programs that will improve Oregon's ability to manage its prison population, sentencing guidelines, reduce recidivism and improve inmate programs. Analyze and make strategic and program recommendations on:</p> <ul style="list-style-type: none"><li>• How to allocate resources so that Oregon's criminal justice system is efficient and cost-effective</li><li>• Conduct cost benefit analysis of investing resources in different criminal justice interventions</li><li>• Analyze proposed sentencing laws and there impact on future prison population growth.</li><li>• Create valid estimates of the "true cost" of crime and criminal justice interventions</li><li>• Use of causal modeling to understand the impact of sentencing changes</li></ul>
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20	R	E	<p><b><u>Lead and Participate in Studies and Analyses</u></b> Lead and oversee research studies carried out by DOC and commission staff. Develop scope of work, design study methodology, revise existing methodologies, write and manage the request for proposals for consultant services, oversee studies, review reports, develop executive summaries for management and policy use and for recommending policies or strategies based on research results. Conduct surveys. Use knowledge of data sources from public and commercial sources to acquire and update data sets to meet the needs of the commission. Generate data for policy formulation or program evaluation. Compile statewide, regional and national data on recidivism, program effectiveness, etc.</p>
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10 R E

**Develop Reports and Overviews**

Develop and present an overview of information on Oregon's correctional programs and recidivism to the legislature. Contribute to commission documents such as the budget proposal, revenue forecasts and annual reports. Specific components include the public safety interests for Oregon, including sentence calculating, inmate population growth, rates of recidivism, legislative actions impact on criminal justice agencies, etc.

100%

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**SECTION 4. WORKING CONDITIONS**

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**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

The position works in a traditional office setting with frequent use of a personal computer, telephone, fax machine, printers and copiers. Occasional travel to other agency locations required. Some out of state travel may be required. Position may require occasional lifting and use of handcart when necessary.

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**SECTION 5. GUIDELINES**

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**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Government statistical publications regarding public safety, prison populations, recidivism and other topics of interest to businesses

Oregon Revised Statutes, administrative rules, and other states' policies and programs and all other applicable legislation and statutes relating to corrections programs.

Department policy and procedures

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

Used as guidelines for decision making, crafting of alternative proposals, and drafting of reports, as well as linking to the internal operations and activities of the department.

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**SECTION 6. WORK CONTACTS**

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**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

<b>Who contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often?</b>
State Agencies	Phone, in person, mail and email	Provide/obtain information; review and discuss results of research, forecasts and recommendations	Daily

State Library	Phone, in person, mail and email	Provide/obtain information; review and discuss results of research, forecasts and recommendations	Daily
General Public	Phone, in person, mail and email	Provide/obtain information; review and discuss results of research, forecasts and recommendations	Daily
Commission Members and Staff	Phone, in person, mail and email	Provide/obtain information; review and discuss results of research, forecasts and recommendations	Daily
Legislative Staff	Phone, in person, mail and email	Provide/obtain information; review and discuss results of research, forecasts and recommendations	Daily
Lobbyists	Phone, in person, mail and email	Provide/obtain information; review and discuss results of research, forecasts and recommendations	Daily
Governor & Staff	Phone, in person, mail and email	Provide/obtain information; review and discuss results of research, forecasts and recommendations	Daily
Consulting Firms	Phone, in person, mail and email	Provide/obtain information; review and discuss results of research, forecasts and recommendations	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Makes strategic recommendations relating to criminal justice policy and plans. Chooses approaches, methodologies, assumptions, and options for discussion and presentation of recommendations. Searches and decides appropriate sources of information and data sets. Speaks on behalf of the commission to the public, state agencies, the legislature and the Governor's Office.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM/G	0000001	Informal conferences, team planning, status reports, and updates	On going/ as needed	Timeliness, effectiveness, and alignment with state policy

## SECTION 9. OVERSIGHT FUNCTIONS

- 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

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## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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**ADDITIONAL REQUIRMENTS: List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:**

Masters degree in Economics or related field is required.

Extensive knowledge and experience in using business and econometric software to produce information. Ability to perform needed research and provide assistance while maintaining confidentiality is critical.

Extensive knowledge and experience in quantitative analysis, forecasting, business formation and practices. Extensive knowledge of federal and state government data sources, Internet search engines, and business databases. Ability to work cooperatively and collaboratively and convey complex technical information to non-technical audiences through a variety of mediums.

**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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## SECTION 11. ORGANIZATIONAL CHART

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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.

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## SECTION 12. SIGNATURES

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date