

# RECRUITMENT AND CAREER SERVICES

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Oregon Department of Corrections



# Job Classifications



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## The Oregon Accountability Model

All department employees are responsible for upholding the mission of ODOC by promoting public safety, holding offenders accountable for their actions and reducing the risk of future criminal behavior. ODOC employees oversee and manage inmates in order to maintain safe, civil and productive institutions. They are responsible for the safety of inmates and protection of property at their work site. All department employees have a significant impact on the success of the ODOC mission and need to understand the fundamentals of the Oregon Accountability Model.

The Oregon Accountability Model encompasses the simultaneous, coordinated and efficient implementation of many Department of Corrections' initiatives and projects that provide a foundation for inmates to lead successful lives upon release.

The Oregon Accountability Model has six components. Each component stands on its own as a project or a part of the Corrections organization and culture. However, woven together these six separate components form a stronger fiber that strengthens the departments ability to hold inmates/offenders accountable for their actions and DOC staff accountable for achieving the mission and vision of the department.

### Accountant 1

C1215

- a Bachelor's degree in Accounting; **OR**
- a Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **OR**
- 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **AND**
- two years doing independent research and analysis which included making recommendations that resolved issues; **OR**
- 30 quarter (20 semester) credit hours in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing; **AND**
- two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries.

### Accountant 2

C1216

- a CPA certificate; **OR**
- two years of professional accounting experience applying basic accounting theory and principles to examine, account for, reconcile, analyze, and interpret standard accounting data and records, **and either:**
- a Bachelor's degree in Accounting; **OR**
- a Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **OR**

**Accountant 2 (cont'd) C1216**

● 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **and** two years doing independent research and analysis which included making recommendations that resolved issues; **OR**

● 30 quarter (20 semester) credit hours in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing; **and** two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries; **OR**

● 15 quarter (ten semester) **graduate-level** accounting credit hours may substitute for one year of the professional accounting experience. Graduate-level courses used to satisfy the educational requirement may not be used to satisfy the experience requirement.

**Accountant 3 C1217**

● a CPA certificate **and** two additional years of professional accounting experience\*; **OR**

● four years of professional accounting experience\*; **and** either:

● a Bachelor's degree in Accounting; **OR**

● a Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **OR**

● 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **and** two years doing independent research and analysis which included making recommendations that resolved issues; **OR**

● 30 quarter (20 semester) credit hours in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing; **and** two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries.

\*Two years of the experience must be equivalent to the Accountant 2 level, which includes a) setting up ledgers, account codes and controls; and b) modifying accounting systems.

15 quarter (ten semester) **graduate-level** accounting credit hours may substitute for one year of the professional accounting experience. Graduate-level courses used to satisfy the educational requirement may not be used to satisfy the experience requirement.

**Accountant 4 C1218**

● a CPA certificate **and** four additional years of professional accounting experience\*; **OR**

● six years of professional accounting experience\*; **and** either:

● a Bachelor's degree in Accounting; **OR**

**Accountant 4 (cont'd) C1218**

- a Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **OR**
- 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **and** two years doing independent research and analysis which included making recommendations that resolved issues; **OR**
- 30 quarter (20 semester) credit hours in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing; **and** two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries.

\*Two years of the experience must be at the Accountant 3 level which includes a) designing and modifying accounting systems that require frequent changes in requirements to meet specific business objectives; b) consulting with program managers of external organizations; and c) assuring the proper functioning and accountability of fiscal operations.

15 quarter (ten semester) **graduate-level** accounting credit hours may substitute for one year of the professional accounting experience. Graduate-level courses used to satisfy the educational requirement may not be used to satisfy the experience requirement.

**Accounting Technician 1 C0210**

- one academic year of high school bookkeeping or accounting courses; **OR**
- one year of experience processing, recording, or compiling accounting or bookkeeping information; **OR**
- at least six quarter (four semester) credit hours in accounting.

Training or experience must include operating a ten-key calculator by touch and using a computer to enter, update, or retrieve information.

Credits must be from an accredited college, university, or vocational-technical school.

**Accounting Technician 2 C0211**

- two years of technical support accounting experience. One year of the experience must include the calculation, recording, and maintenance of routine accounting information; **OR**
- at least 36 quarter (24 semester) credit hours from an accredited college, university, or vocational-technical school that includes 9-quarter (6 semesters) hours in accounting.

Training or experience must include operating a ten-key calculator by touch and using a computer to enter, update, or retrieve information.

**Accounting Technician 3 C0212**

- three years of technical support accounting experience. Two years of the experience must include a) coding transactions and checking them for propriety, b) balancing, and c) resolving discrepancies in computer edits; **OR**
- at least 90 quarter (60 semester) credit hours from an accredited college, university, or vocational-technical school that includes 12-quarter (9 semesters) hours in accounting.

**Accounting Technician 3 (cont'd) C0212**

Training or experience must include operating a ten-key calculator by touch and using a computer to enter, update, or retrieve information.

**Administrative Specialist 1 C0107**

- three years of clerical/secretarial experience which included two years at a full performance level performing typing, word processing, or other generation of documents **and** lead work responsibility or coordination of office procedures.

Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the clerical/secretarial experience. No substitution will be made for the two years at the full performance level.

**Administrative Specialist 2 C0108**

- two years of experience as an administrative specialist or executive support specialist that included administrative support for a project, program, or operation. Administrative support includes those duties beyond clerical/secretarial such as: interpretation of laws, rules, and regulations; administrative data collection and analysis; and evaluation of projects, processes, and operations; **OR**

- an equivalent combination of training and experience.

One year of postsecondary education may be substituted for up to one year of the experience.

**Adult Parole and Probation Officer C6787**

- two years of experience working in a Criminal Justice setting; or two years in a social service, counseling or case management program with primary responsibility for guiding or counseling individuals in the solution of occupational, educational, personal or social problems; **AND**

- a Bachelor's degree in corrections, criminal justice, counseling, social work or related fields.

90 quarter hours from an accredited college or university in any of the fields listed above and three years of the above experience may be substituted for the Bachelor's degree.

Employees are required to receive certification by the Department of Public Safety Standards and Training in Basic Probation and Parole within eighteen months of hire. Employees must maintain an appropriate Oregon State driver license to drive a vehicle in usual and emergency situations. Employees must maintain a qualifying score with duty firearm(s) if they are authorized to carry them for duty.

**Automotive Technician 1 C4418**

- two years of journey-level automotive mechanic's experience.

**Automotive Technician 2 C4419**

- four years of journey-level automotive mechanic's experience.

**Carpenter C4003**

- four years experience as a skilled carpenter. The experience must include form building; rough framing; outside and inside finishing; layout; care and use of tools and woodworking machinery; blueprint reading; and application of safety standards and codes; **OR**

- completion of an apprenticeship (four years) under a skilled carpenter which included experience as listed above.

**Chaplain C6680**

- requires **all** of the following: **a)** a Bachelor's degree; **b)** be a graduate from an accredited seminary or theological school (professional/formal, full-time, resident religious training of a similar nature will be considered as equivalent to seminary or theological school); **c)** be an ordained religious leader or possess current official endorsement/sponsorship from a recognized religious organization; and **d)** have

three years of full-time experience as a religious leader (such as: minister, priest, teacher, rabbi, or imam) in a formal setting (such as in a parish, synagogue, tribe, temple or mosque).

**Clinical Dietician** **C6268**

● a Bachelor's degree with specialization in dietetics, nutrition, institution management, or a closely-related field **and** completion of an internship in dietetics at an approved hospital.

**Communication Systems Analyst 3** **C2169**

● three years of technical and engineering experience as a telecommunications technician including testing and design; **AND**

● a Bachelor's degree with major coursework (30 quarter or 20 semester hours) in electrical engineering or applied physics, or three more years of qualifying experience; **AND**

● possession of FCC General Radio Telephone License or equivalent industrial certification.

**Construction Project Manager 2** **C3268**

● a Bachelor's degree in Construction Management, Business Administration, Architecture, or Engineering; **AND** two years commercial construction project management experience; **OR**

● an Associate's degree (or comparable course work) in Architectural, Construction or Engineering Technology; and three and one-half years commercial construction project management experience; **OR**

● five years of experience in architecture, engineering, or construction planning and three and one-half years of experience that includes commercial construction planning or project management.

**Construction Project Manager 3** **X3269**

● a Bachelor's degree in Construction Management, Business Administration, Architecture, or Engineering; **AND** four years commercial construction project management experience; **OR**

● an Associate's degree (or comparable course work) in Architectural, Construction or Engineering Technology; and five and one-half years commercial construction project management experience; **OR**

● seven years of experience in architecture, engineering, or construction planning and five and one-half years of the experience that includes commercial construction planning or project management.

**Correctional Captain** **X6780**

● four years of experience in a correctional security setting. One year of which must have been at the level of a Lieutenant in a correctional system. (Qualifying experience such as: Oregon Department of Corrections; Correctional Sergeant, Corporal, or Correctional Officer)

Meet the requirements of Department of Public Safety Standards and Training (DPSST) statutory requirements.

**Correctional Corporal** **C6776**

● one year of experience in a correctional security setting where your primary duties were the care and custody of inmates. (Qualifying experience such as: Oregon Department of Corrections; Correctional Sergeant, Corporal, or Correctional Officer)

Meet the requirements of Department of Public Safety Standards and Training (DPSST) statutory requirements.

**Correctional Counselor** **C6783**

● two years of professional counseling experience working with clientele in a social service or rehabilitative program; **AND**

● a Bachelor's degree in a behavioral science or related field with major coursework in behavioral science.

**Correctional Counselor (cont'd) C6783**

Three years of experience in a social service, rehabilitative, or correctional program with primary responsibility for guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems may be substituted for the Bachelor's degree.

A Master's degree in a behavioral science may substitute for one year of the required experience.

**NOTE: Professional counseling experience must include providing supportive counseling to clients on a one-to-one basis with full responsibility for handling each case plan.**

**Correctional Hearings Officer C1519**

- three years of experience in corrections, probation/parole, law enforcement or legal work; **OR**
- three years conducting case hearings; **OR**
- a Bachelor's degree from an accredited four-year college or university with a degree in criminal justice, corrections, social work or related behavioral science field; **OR**
- graduation from an accredited law school with a LL.B or J.D.

**Correctional Lieutenant X6779**

- three years of experience in a correctional-security setting. One year of the experience must have been at the level of a Sergeant in a correctional system. (Qualifying experience such as: Oregon Department of Corrections; Correctional Sergeant, Corporal, or Correctional Officer)

Meet the requirements of Department of Public Safety Standards and Training (DPSST) statutory requirements.

**Correctional Officer C6775**

- possess a High School Diploma or GED certificate; be 21 years of age or older; possess reading comprehension, report writing, and retention abilities; United States Citizen; Meet the requirements of Department of Public Safety Standards and Training (DPSST) statutory requirements.

**Correctional Sergeant C6777**

- two years of experience in a correctional security setting where primary duties were the care and custody of inmates. (Qualifying experience such as: Oregon Department of Corrections; Correctional Sergeant, Corporal, or Correctional Officer)

Meet the requirements of Department of Public Safety Standards and Training (DPSST) statutory requirements.

**Corrections Food Service Coor. C9120**

- a High School diploma, GED certificate, or other proof of education at same or higher level; **AND**
- three years of experience in a commercial food service facility; **OR**
- an Associate's degree in Food Service Management, Foods and Hospitality Service, or a directly related field;
- must obtain a Food Handlers Permit within 30 days of hire.

**Corrections Library Coordinator C2219**

- three years of experience involving coordination and/or direction of a clerical support unit.

Preference will be given to applicants with library training and/or experience.

Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the required experience.

**Corrections Physician Specialist**      **Z7514**      **\$12,332 - \$17,338**  
● a Physician's license issued by the Oregon Medical Board at the time of appointment.

**Corrections Recreational Specialist 2**      **C6519**  
● three years of experience assessing, developing, coordinating, and implementing recreational programs and leisure time activities; **OR**  
  
● a Bachelor's degree in Recreational Management, Physical Education or a related field.

**Custodian**      **C4101**  
Minimum qualifications are not established for this classification.

**Dental Assistant**      **C6391**  
● one year of chair side dental assisting experience; **AND**  
  
● at the time of appointment, be able to obtain a Certification by the Oregon State Board of Dentistry for Radiological Proficiency; and a valid Cardiopulmonary Resuscitation (CPR) card.

Some positions may also require Certification from the Oregon State Board of Dentistry as an Expanded Function Dental Assistant or an Expanded Function Orthodontic Dental Assistant.

**Dentist**      **U7510**  
● a current Dentist's license issued by the Oregon Board of Dentistry at the time of appointment.

**Electrician 2**      **C4008**  
● a General Journeyman Electrical license.

**Electrician 3**      **C4009**  
● a General Supervising Electrical License.

**Executive Assistant**      **Z0830**  
● four years of staff-level experience providing administrative support to management. The experience must include technical or analytical duties in the management of program goals and objectives; performing program or project planning; preparing, monitoring, or controlling budgets; or performing research and providing analytical information and/or recommendations used in management decision making.

A Bachelor's degree in Business Administration, Management, Public Administration or a closely-related field may be substituted for up to two years of the required experience.

**Executive Support Specialist 1**      **C0118 & X0118**  
● three years of clerical/secretarial experience which included: one year at a full performance level performing typing, word processing, or other generating of documents; **and** lead work responsibility or coordination of office procedures.

Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the clerical/secretarial experience. No substitution will be made for the one year at the full performance level.

**Executive Support Specialist 2**      **C0119 & X0119**  
● one year of experience performing administrative duties in support of agency projects or programs.

Qualifying experience would involve data collection and analysis; project evaluation and/or analysis; interpretation and application of laws, rules, and regulations; or similar experience.

**Facility Energy Tech 2 - Boiler****C4033**

- graduation from an accredited school (two year program) in heating and air-conditioning or refrigeration; **AND**
- two years experience as a journey-level Boiler Operator; **OR**
- four years of full-time experience with high pressure boiler systems operations; installing, altering, calibrating, repairing, and preventive maintenance.

**Facility Energy Tech 3 - HVAC****C4034**

- graduation from an accredited school (two year program) in heating and air-conditioning **AND** two years of experience installing, altering, calibrating, repairing, and assisting with programming large building computerized and mechanical control systems. **AND**
- a Limited Maintenance Electrical license (Class A or B) or equivalent.; **AND**
- a Universal Refrigerant Handling certificate; **OR**
- four years of experience installing, altering, calibrating, repairing, and assisting with programming large building computerized or mechanical control systems; **AND**
- a Limited Maintenance Electrical license (Class A or B) or equivalent; **AND**
- a Universal Refrigerant Handling certificate.

**Facility Maintenance Specialist****C4012**

- two years of: a) general building maintenance; b) carpentry; c) electrical; d) mechanical; e) painting; or f) plastering experience.

A journeyman's license/card in any of the above trades will substitute for the experience.

**Facility Operation Specialist 2****X4015**

- a Bachelors degree in civil, mechanical or electrical engineering or business administration **AND** three years of journey level experience in one of the major disciplines of the building trades **AND** one additional year of the experience identifying work program needs and preparing contracts; **OR**
- six years of experience in one of the major disciplines of the building trades **AND** one additional year of experience identifying work program needs and preparing contracts.

**Fiscal Analyst 1****C1243**

- a Bachelor's degree in Business, Public or Non-Profit Management, Finance, Accounting or a related degree (such as Public Policy, Political Science, Public Administration, Economics or other analytical or technical degree); **OR**
- three years experience in management, policy or program analysis, or technical-level budgetary support activities.

**Fiscal Analyst 2****C1244**

- five years of progressively responsible experience, that included the preparation, analysis, and administration of a budget or fiscal system; **OR**
- five years of professional-level experience in accounting, fiscal auditing, management or program analysis that included modeling, forecasting and analyzing fiscal information; **OR**
- successful completion of the Department of Administrative Services Budget and Management Public Administrative Trainee Program.

NOTE: A Bachelor's degree in Business, Public or Non-Profit Management, Finance, Accounting or a related degree (such as Public Policy, Political Science, Public Administration, Economics or other analytical or technical degree) may substitute for three years of the required experience. .

A graduate-level degree in any of the above areas may substitute for four of the five years experience. .

**Fiscal Analyst 3** **X1245**

● six years of progressively responsible experience that included the preparation, analysis, and administration of a budget or fiscal system. Experience must have included modeling and forecasting fiscal information.

NOTE: A Bachelor's degree in Business, Public or Non-Profit Management, Finance, Accounting or a related degree may substitute for three years of the required experience.

A graduate-level degree may substitute for four of the six years experience.

**Grounds Maintenance Worker 1** **C4109**

● an Associate's degree in landscape technology, horticulture, turf management or closely related field **AND** 6 months of landscape experience; **OR**

● two years of landscape experience **AND**

● the ability to obtain a Public Pesticide Applicator license within six months of hire.

**Grounds Maintenance Worker 2** **C4110**

● an Associate's degree in landscape technology, horticulture, turf management or closely related field **AND** 18 months of landscape experience; **OR**

● three years of landscape experience; **AND**

● the ability to obtain a Public Pesticide Applicator license within six months of hire.

**Health Services Technician** **C6138**

● two years of experience in the care and treatment of physically ill or injured patients, including training and/or experience in pharmacy and medical laboratory techniques and procedures.

At the time of appointment, possess an Oregon Licensed Practical Nurse certification and a valid First Aid and Cardiopulmonary Resuscitation (CPR) Card.

**Human Resource Analyst 1** **X1320**

● a Bachelor's degree in Human Resource Management, Organizational Behavior or Development, Business or Public Administration, the Applied Behavioral Sciences, Industrial Relations or a job-related course of study; **OR**

● valid Certification as a Professional in Human Resource awarded by the Human Resource Certification Institute, and one-year Human Resource experience; **OR**

● three years Human Resource paraprofessional or technical-level experience.

**Human Resource Analyst 2** **X1321**

● a Bachelor's degree in Human Resource Management, Organizational Behavior or Development, Business or Public Administration, the Applied Behavioral Sciences, Industrial Relations or a job-related course of study **AND** two years of Human Resource professional-level experience related to the position; **OR**

● valid Certification as a Professional in Human Resource awarded by the Human Resource Certification Institute, **AND** three years Human Resource professional-level experience related to the position; **OR**

● five years Human Resource experience related to the position. Three of the five years must have been at the professional-level.

A Master's degree in any of the above listed courses of study may substitute for one year of professional-level experience.

**Human Resource Analyst 3** **X1322**

● a Bachelor's degree in Human Resource Management, Organizational Behavior or Development, Business or Public Administration, the Applied Behavioral Sciences, Industrial Relations or a job-related course of study; **AND** three years of Human Resource professional-level experience related to the position; **OR**

● valid certification as a Professional in Human Resource awarded by the Human Resource Certification Institute **AND** four years Human Resource professional-level experience related to the position; **OR**

● six years Human Resource experience related to the position. Four of the six years must have been at the professional-level.

A Master's degree in any of the above listed courses of study may substitute for one year of professional-level experience.

**Human Resource Assistant** **X1319**

● two years of human resource clerical-support experience directly assisting human resource professionals in the administrative functions of a human resource program; **OR**

● three years progressively responsible administrative, clerical or record-keeping support experience.

College-level course work may substitute for the general experience requirement based on 45-quarter units per year.

**Information Systems Specialist 3** **C1483**

● a Bachelor's degree with an emphasis in computer science; **OR** an Associate's degree in computer science or college-level coursework that includes 30 quarter (20 semester) computer science credits **AND** one year of information systems experience in (DOC will specify infrastructure specialties); **OR**

● three years of information systems experience in (DOC will specify infrastructure specialties); **OR**

DOC may specify the education and/or experience that indicate possession of the knowledge and skills required as a minimum for the position.

**Information Systems Specialist 5** **C1485**

● three years of professional consultative, technical, or administrative experience, which includes designing, constructing, or analyzing information systems. Experience must include activities in (DOC will specify infrastructure specialties), **and either:**

● (a) at least 30 quarter (20 semester) credits in computer science; **OR** (b) two more years of experience providing a knowledge of information systems theory and principles; **OR**

● DOC may specify the education and/or experience that indicate possession of the knowledge and skills required as a minimum for the position.

15 quarter (ten semester) graduate-level computer science, software engineering, information systems, or equivalent credits may substitute for one year of the professional experience.

**Information Systems Specialist 6** **C1486**

● four years of professional, consultative, technical, or administrative experience designing, constructing or analyzing information systems. Experience must include activities in (DOC will specify infrastructure specialties), **and either:**

● (a) at least 30 quarter (20 semester) credits in computer science; **OR** (b) two more years of experience providing a knowledge of information systems theory and principles; **OR**

**Information Systems Specialist 6 (cont'd) C1486**

- DOC may specify the education and/or experience that indicate possession of the knowledge and skills required as a minimum for the position.

15 quarter (ten semester) graduate-level computer science, software engineering, information systems, or equivalent credits may substitute for one year of the professional experience.

**Information Systems Specialist 7 C1487**

- five years of professional consultative, technical, or administrative experience providing expert advice and leadership in planning, development, coordination, and implementation of information systems. Experience must include activities in (DOC will specify infrastructure specialties), **and either:**

- (a) at least 30 quarter (20 semester) credits in computer science; **OR** (b) two more years of experience providing a knowledge of information systems theory and principles; **OR**

- DOC may specify the education and/or experience that indicate possession of the knowledge and skills required as a minimum for the position.

15 quarter (ten semester) graduate-level computer science, software engineering, information systems, or equivalent credits may substitute for one year of the professional experience.

**Information Systems Specialist 8 C1488**

- six years of professional consultative, technical, or administrative experience, providing expert advice and leadership in the planning, development, coordination, and implementation of information systems. Experience must include activities in (DOC will specify infrastructure specialties), **and either:**

- (a) at least 30 quarter (20 semester) credits in computer science; **OR** (b) two more years of experience providing a knowledge of information systems theory and principles; **OR**

- DOC may specify the education and/or experience that indicate possession of the knowledge and skills required as a minimum for the position.

15 quarter (ten semester) graduate-level computer science, software engineering, information systems, or equivalent credits may substitute for one year of the professional experience.

**Inspector 1 C5237**

- two years of compliance or investigative experience that included gathering facts, collecting evidence, examining records, conducting interviews to decide compliance with laws, rules or regulations or to verify or disprove claims of suspected violations; **OR**

- two years of experience as a Correctional Officer that included developing inmate information sources and interviewing inmates to gather facts to verify or disprove suspected rule violations.

**Inspector 2 C5238**

- three years of investigative experience that included gathering facts, collecting evidence, examining records and doing interviews to verify or disprove claims of suspected law violations; **OR**

- three years of experience within a correctional setting that included interviewing inmates to gather facts, collect evidence, do searches and document violations of administrative or criminal regulations for the purpose of disciplinary action.

**Inspector 3 X5239**

- four years of full-time investigative experience that included fact finding; collecting and preserving evidence according to the rules of evidence; examining records; locating and interviewing witnesses to verify or disprove claims of suspected law violations; **OR**

**Inspector 3** **X5239**

- four years of experience in a correctional institution that included interviewing inmates to gather facts, collect evidence, do searches and document violations of administrative or criminal regulations for the purpose of disciplinary action.

**Institution RN** **C6214**

- possess a valid Oregon Registered Professional Nurse's License at the time of appointment.

**Internal Auditor 3** **X5618**

- a Bachelor's degree in a business related field such as business or public administration, finance, economics, computer science; or a field specific to the Agency's mission or area of audit; **AND**

- three years of auditing experience. A graduate-level degree in any of the fields defined under education may substitute for one year of the required experience.

In addition to the required education and experience, certification as an Internal Auditor, Public Accountant or Information System Auditor is preferred. The preferred certification is based on the position duties, and will be specified at the time of recruitment.

**Investigator 2** **C5232**

- two years of recent (within the last five years) investigative experience which included gathering facts, collecting evidence, examining records, and conducting interviews to verify or disprove claims of suspected law violations; **OR**

- two years of recent (within the last five years) investigative experience within an institutional setting, which included conducting inmate interviews to gather facts, collecting evidence, performing searches, and documenting violations of administrative or criminal regulations for the purpose of disciplinary or other reports.

College-level courses in law enforcement, criminal justice, law, accounting, auditing, or a closely related field may be substituted on a year-for-year basis for up to one year of the required experience.

**Maintenance & Operations Supv** **X4046**

- three years of journey-level trades experience maintaining and repairing buildings, physical plant facilities, or grounds **AND** one additional year as a trades or maintenance supervisor.

NOTE: Some positions may require licensure or certification in a specific trade area.

**Medical Records Specialist** **C0015**

- two years of experience reviewing, abstracting, and coding medical records; **OR**
- an Associate's degree in Health Information Technology from an accredited program; **OR**
- an equivalent combination of training and experience.

**Mental Health Specialist** **C6531**

- two years of experience treating clients suffering from either alcohol/drug abuse or mental/emotional disturbance and a Bachelor's degree in Psychology or closely-related field; **OR**

- an equivalent combination of training and experience.

A Master's degree in Psychology or a closely related field may be substituted for one year of the required work experience.

NOTE: For DOC's positions, experience treating persons suffering from substance abuse or mental retardation is not applicable toward the two year minimum requirement.

**Nurse Manager** **X6241**

- three years of nursing experience including some supervisory and/or teaching experience which shows knowledge of a) nursing techniques and therapeutic intervention used in care and treatment of patients (specific to the employing facility); b) supervisory techniques and work management of subordinate personnel; and c) administrative and educational principles and practices involved in nursing administration.

At the time of appointment, must possess a valid Oregon Registered Professional Nurse's License.

**Nurse Practitioner** **C6255**

- possess a current Nurse Practitioner's license issued by the Oregon State Board of Nursing at the time of appointment.

DOC uses Practitioners with these skill areas. Family Nurse Practitioner, Adult Nurse Practitioner, Psychiatric or Mental Health Nurse Practitioner, and Women's Health Care Nurse Practitioner

**Office Manager 1** **C0805**

- three years of clerical or secretarial experience. Two years of which must have been at a full-performance level and have included typing, word processing, or other generation of documents. One of the two years must have involved lead-work responsibility over office support staff (assigning and reviewing work of others). No substitution will be made for the two years at the full-performance level.

Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the clerical or secretarial experience.

**Office Manager 3** **C0807**

- three years of experience as a supervisor of clerical and/or secretarial or office support staff which included hiring or recommending hiring; training, assigning, and reviewing work; preparing performance evaluations; and handling disciplinary actions. One year of this experience must have included management of multiple offices, programs, or procedures.

**Office Specialist 1** **C0103**

- completion of courses or training in Office Technology; **OR**

- one year of general clerical experience which included typing, word processing, or other generation of documents; **OR**

- an equivalent combination of training and experience.

**Office Specialist 2** **C0104**

- two years of general clerical experience, one year of which included typing, word processing, or other experience generating documents; **OR**

- an Associate's degree in Office Occupations or Office Technology; **OR**

- graduation from a private school of business with a Certificate in Office Occupations or Office Technology and one year of general clerical experience.

College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis.

**Operations & Policy Analyst 1** **C0870**

- a Bachelor's degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills; **OR**

- any combination of experience or education equivalent to three years technical-level experience that typically supports the knowledge and skill requirements listed for the classification. **NOTE:** DOC will specify the job-related experience or education requirements for the position.

**Operations & Policy Analyst 2** **C0871 & X0871**

● a Bachelor's degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills; and two years professional-level evaluative, analytical and planning work; **OR**

**Operations & Policy Analyst 2 (cont'd)** **C0871 & X0871**

● any combination of experience and education equivalent to five years of experience that typically supports the knowledge and skills for the classification

NOTE: DOC will specify the job-related experience or education requirements for the position.

**Operations & Policy Analyst 3** **C0872 & X0872**

● a Bachelor's degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills; and four years professional-level evaluative, analytical and planning work; **OR**

● any combination of experience and education equivalent to seven years of experience that typically supports the knowledge and skills for the classification.

NOTE: DOC will specify the job-related experience or education requirements for the position.

**Operations & Policy Analyst 4** **X0873**

● a Bachelor's degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills; and five years professional-level evaluative, analytical and planning work; **OR**

● any combination of experience and education equivalent to eight years of experience that typically supports the knowledge and skills for the classification.

NOTE: DOC will specify the job-related experience or education requirements for the position.

**Painter** **C4001**

● completed painter apprenticeship training and be a journey worker; **OR**

● three years of varied painting experience.

**Pharmacist** **C6260**

● a current Pharmacist's license issued by the Oregon State Board of Pharmacy at the time of appointment.

**Pharmacy Technician 1** **C6385**

● three months of training and/or experience demonstrating the knowledge of: medical terminology and abbreviations; pharmaceutical terms and drug names (generic and trade); mathematics sufficient enough to compute dosages and rate of drug use; metric system, weights, and volume; record keeping for documentation and inventory purposes; **AND**

● be currently registered as a Pharmacy Technician through the Oregon State Board of Pharmacy.

In addition, these positions require National Certification.

**Physician Assistant** **C6257**

● licensure by the Oregon Board of Medical Examiners as a Physician Assistant and have a Drug Enforcement Association certification.

**Physical/Electronic Security Tech 3** **C4039**

● possession of a current Journeyman Limited Energy, Class A (LEA) electrical license or appropriate electrical license for work assigned issued by the Oregon Building Codes Division **AND** six years of experience in the installation, maintenance, or repair of manual and computer controlled electronic systems.

**Plumber** **C4005**

- a valid Oregon Plumber's License.

**Principal Executive/Manager A** **X7000**

- four years of experience in lead work, supervision, staff-technical, or professional-level work (related to “\_\_\_”, DOC will insert a program specific to the position).

This experience must have included **participation** in the management of a program, section, or unit **including one or more of the following areas:** a) development of program rules and policies; b) development of long- and short-range goals and plans; c) program evaluation; or d) budget preparation.

A Bachelor's degree or courses in a field related to management such as Business or Public Administration; or a field related to (insert program specific to position/DOC), may be substituted for up to three years of the required experience.

**Principal Executive/Manager B** **X7002**

- five years of experience in lead work, supervision, staff-technical, or professional-level work (related to “\_\_\_”, DOC will insert a program specific to the position).

This experience must have included **participation** in the management of a program, section, or unit **including one or more of the following areas:** a) development of program rules and policies; b) development of long- and short-range goals and plans; c) program evaluation; or d) budget preparation.

A Bachelor's degree or courses in a field related to management such as Business or Public Administration; or a field related to (insert program specific to position/DOC), may be substituted for up to three years of the required experience.

**Principal Executive/Manager C** **X7004**

- five years of experience in lead work, supervision, staff-technical, or professional-level work (related to “\_\_\_”, DOC will insert a program specific to the position).

This experience must have included **at least one year of supervision** and management of a program, section, or unit which included **one or more of the following areas:** a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, or d) budget preparation.

A Bachelor's degree or courses in a field related to management such as Business or Public Administration, or a field directly related to (insert program specific to position/DOC), may be substituted for up to three years of the required experience but will not substitute for the one year of specialized experience.

**Principal Executive/Manager D** **X7006**

- six years of experience in lead work, supervision, staff-technical, or professional-level work (related to “\_\_\_”, DOC will insert a program specific to the position).

This experience must have included **at least two years** of supervision and management of a program section, or unit which included: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

**Principal Executive/Manager D (cont'd)** **X7006**

A Bachelor's degree or courses in a field related to management such as Business or Public Administration, or a field directly related to (insert program specific to position/DOC), may be substituted for up to three years of the required experience but will not substitute for the one year of specialized experience.

**Information Systems - (PEMD)** **X7006**

Information Systems and Services Division managers are compensated additionally for knowledge and specialties for key information systems management positions.

**Principal Executive/Manager E** **X7008**

● three years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

Graduate level courses in management may be substituted for one year of the required experience.

**Information Systems - (PEME)** **X7008**

Information Systems and Services Division managers are compensated additionally for knowledge and specialties for key information systems management positions.

**Principal Executive/Manager F** **X7010**

● four years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

Graduate level courses in management may be substituted for one year of the required experience.

**Information Systems - (PEMF)** **X7010**

Information Systems and Services Division managers are compensated additionally for knowledge and specialties for key information systems management positions.

**Principal Executive/Manager G** **Z7012**

● five years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

Graduate level courses in management may be substituted for one year of the required experience.

**Information Systems - (PEMG)** **Z7012**

Information Systems and Services Division managers are compensated additionally for knowledge and specialties for key information systems management positions.

**Principal Executive/Manager H** **Z7014**

● six years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation. Graduate level courses in management may be substituted for one year of the required experience.

**Principal Executive/Manager I** **Z7016**

● ten years of progressively responsible experience in public safety that included management and direction of a large, highly diverse organization; **AND**

● a Bachelor's degree in corrections, criminal justice administration, public administration or related field.

**Procurement & Contract Assistant** **C0435**

● three years administrative support experience that included data analysis, collection and tabulation; purchasing through requisition and purchase order; inventory control and supply; or assisting with contract or agreement processing.

College-level coursework in business management or office technology may substitute on the basis of 45 quarter units per year.

**Procurement & Contract Specialist 1** **C0436**

● three years experience in the procurement of goods and services through purchase orders and contract agreements, or tracking and preparing simple or standard contracts or agreements; **OR**

**Procurement & Contract Specialist 1 (cont'd) C0436**

- a Bachelor's degree in Business or Public Administration, or a related degree that included course work in general business management, contract or business law, accounting, finance or economics.

**Procurement & Contract Specialist 2 C0437**

- four years experience in the procurement of goods and services through purchase orders and contract agreements; or experience putting together or administering standard contracts or agreements.

For positions in procurement, two of the four years must have included deciding and writing specifications for the purchase of goods and services or developing and administering service contracts.

A Bachelor's degree in Business or Public Administration, or a related degree that included course work in general business management, contract or business law, accounting, finance or economics can substitute for three of the four years.

**Procurement & Contract Specialist 3 C0438**

- six years of experience negotiating, developing, administering and evaluating public or private service contracts or agreements.

For positions in procurement, three of the six years must have included deciding and writing specifications for the purchase of goods and services or developing and administering contracts. A Bachelor's Degree in Business or Public Administration, or a related degree that included course work in general business management, contract or business law, accounting, finance or economics can substitute for three years of experience.

Positions specializing in leasing and acquisition require six years of real estate property transaction experience which included lease negotiations, administrative duties, provision of technical assistance, or operations reviews. Two of the required years of experience must have included administration or oversight of an on-going property control project or program.

NOTE: Some positions require contracting in a specialized area.

**Program Analyst 1 C0860**

- a Bachelor's degree in Business or Public Administration, Behavioral or Social Sciences, or a degree related to the agency program that demonstrates the capacity for the knowledge and skills; **OR**

- any combination of experience or education equivalent to three years technical-level experience that typically supports the knowledge and skill requirements listed for the classification.

NOTE: DOC will specify the job-related experience or education requirements for the position.

**Program Analyst 2 C0861**

- a Bachelor's degree in Business or Public Administration, Behavioral or Social Sciences, or a degree related to the agency program that demonstrates the capacity for the knowledge and skills; and two years experience coordinating or administering a program; **OR**

**Program Analyst 2 (cont'd) C0861**

- any combination of experience or education equivalent to five years of experience that typically supports the knowledge and skill requirements listed for the classification.

NOTE: DOC will specify the job-related experience or education requirements for the position.

**Project Manager 2 C0855**

- five years of professional project management experience that included leading and managing discrete projects from initiation and planning through closure and evaluation; **OR**

- an Oregon Project Management Associate Certification or Project Management Professional Certification awarded by the Project Management Institute **AND** four years professional project

management experience that included leading and managing discrete projects from initiation and planning through to closure and evaluation.

A Bachelor's degree in Business Administration, Management, Public Administration or a closely related field may substitute for three years of the experience. An advanced degree may substitute for an additional year of the experience.

**Public Affairs Specialist 3** **X0866**

● a Bachelor's degree in Business or Public Administration, Public Relations, Marketing the Behavioral or Social Sciences or related degree, and five years professional level experience in Public Relations or Affairs; **OR**

● eight years experience directly related to the position; five of the eight years must have been at the professional level.

**Radiological Technologist** **C6348**

● certification as a Diagnostic Radiologic Technologist with the American Registry for Radiological Technologists and have a valid Diagnostic Radiologic Technologist license issued by the Oregon Board of Radiologic Technologists at the time of appointment; **OR**

● have successfully completed a course of study in an approved school of Radiologic technology and American Registry of Radiologic Technologists examination or an equivalent examination; **OR**

● a current limited permit to do radiographs issued by the Oregon Board of Radiologic Technology in the following categories: head, upper extremities, lower extremities, chest and ribs, abdomen, pelvis, and spine; **AND** one year of experience conducting Radiologic examinations.

**Research Analyst 3** **C1117**

● a Bachelor's degree in any discipline that included six quarter units in statistics or quantitative analysis methods and procedures, and one year experience using computerized applications to independently gather, compile, and analyze data and prepare narrative or statistical reports; **OR**

● four years of research experience using computerized applications to independently gather, compile, and analyze data and prepare narrative or statistical reports.

In addition to the above requirements, some positions require one or more of the following: experience in using trends such as social, economic, or industrial to do analytical research; experience using advanced statistical or quantitative analysis computer applications; college-level course work in advanced statistics or quantitative analysis such as multiple regression, factor analysis, analyses of variance and discriminate analysis.

**Research Analyst 4** **C1118**

● a Bachelor's degree in any disciplines that included six quarter units in statistics or quantitative analysis methods and procedures, and three years experience using computerized applications to independently gather, compile, and analyze data and prepare narrative or statistical reports. Two of the three years must have included coordinating complex research projects; **OR**

**Research Analyst 4** **C1118**

**(cont'd)**

● five years of research experience using computerized applications to independently gather, compile, and analyze data and prepare narrative or statistical reports. Two of the five years must have included coordinating complex research projects.

In addition to the above requirements, some positions require one or more of the following: experience in using trends such as social, economic, or industrial for analytical research; experience using advanced statistical or quantitative analysis computer applications; college-level course work in advanced statistics or quantitative analysis such as multiple regression, factor analysis, analyses of variance and discriminate analysis.

**Safety Specialist 2** **X1346**

● a Bachelor's degree in Safety, Industrial Hygiene, or related field; and two years of experience in Workers' Compensation insurance loss prevention or as an occupational health and safety representative in an industrial, manufacturing, government, utilities, institutional, or agricultural setting; **OR**

● five years of experience in Occupational Health and Safety consultation work in an industrial, manufacturing, government, utilities, institutional, or agricultural setting or in Workers' Compensation insurance loss prevention.

**Supervising Executive Assistant** **X0833**

● four years of staff-level experience providing administrative support to management. The experience must include technical or analytical duties in the management of program goals and objectives; performing program or project planning; preparing, monitoring, or controlling budgets; or performing research and providing analytical information and/or recommendations used in management decision making. Two years of this experience must have been performed in a supervisory or lead worker capacity.

A Bachelor's degree in Business Administration, Management, Public Administration or a closely related field may be substituted for up to two years of the required experience but will not substitute for two years of supervisory or lead worker experience.

Preference may be given to individuals with experience in a specialty area specific to the position.

**Supply Specialist 1** **C0758**

● one year of stocking, storeroom or warehouse experience which included purchasing a variety of supplies, equipment or materials and shipping and receiving materials and equipment.

**Supply Specialist 2** **C0759**

● three years of stocking, storeroom or warehouse experience which included purchasing a variety of supplies, equipment or materials, maintaining inventory records, and shipping and receiving materials and equipment.

**Support Services Supervisor 2** **X0113**

● one year of experience as a supervisor of technical, office, or support staff which included responsibility for hiring; training; assigning and reviewing work; doing performance appraisals; and handling disciplinary actions and grievances.

**Support Services Supervisor 3** **X0114**

● three years of office management experience; or three years of supervisory experience over office, technical, or support staff, including responsibility for a) hiring; b) training; c) assigning and reviewing work; d) doing performance appraisals; and e) handling disciplinary action.

One year of the experience must have included supervision over multiple support functions.

**Test Coordinator** **C6298**

● six months of experience administering, scoring, and maintaining test result records of psychological tests such as aptitude, personality, and intelligence tests; **OR**

● nine quarter (six semester) hours of counseling or educational psychology measurement courses.

**Training/Development Specialist 1** **C1338**

● three years experience reviewing, analyzing, and interpreting information, rules, and policy; or three years experience as a trainer or work experience that included presenting information to groups; **OR**

● possession of a Bachelor's degree in Education, Organizational Psychology, Business or Public Administration, Training and Development, Organizational Behavior, Human Resources or related field.

NOTE: Some positions may require one year of experience in a specific State program.

**Training/Development Specialist 2** **C1339**

- five years experience designing and coordinating adult education courses or organizational development strategies.

A Bachelor's degree in Education, Organizational Psychology, Business or Public Administration, Training and Development, Human Resources, Organizational Behavior or related field may substitute for three years of experience.

NOTE: Some positions may require one year of experience in a specific State program in addition to the above listed experience.

**Truck Driver 2** **C4402**

- four years of experience operating vehicles with a 26,000 gross vehicle weight rating or higher.

**Welder 1** **C4020**

- A Welding Technology certification; **OR**
- Completion of an approved (by the AWS – American Welding Society) apprenticeship training program; **OR**
- One year of experience as a skilled welder.

Some positions require the possession of an Oregon driver's license valid for the class of vehicles used by the employing agencies. Agencies will note this requirement at the time of recruitment.

**Welder 2** **C4021**

- an Associates of Applied Science in Welding Fabrication **AND** one year of experience including design work; **OR**
- two years and six months experience as a skilled welder. One year of this experience must include design work.





Class Name	Admin	CCCF	CRCI	Douglas	DRCI	EOCI	Linn	MCCF	OISC	OSCI	OSP	PRCF	SCCI	SCI	SFFC	SRCI	TRCI	WCCF	Total
Procurement and Contract Spec. 3	5																		5
Program Analyst 1			1											1		3	1		6
Program Analyst 2	11	1	1		1	2					1	1	1			1	1	1	22
Program Analyst 4																	1		1
Project Manager 2	1																		1
Public Affairs Specialist 3	1																		1
Radiological Technologist 2	1	1														1			3
Research Analyst 3	3																		3
Research Analyst 4	1																		1
Safety Specialist 2	6																		6
Supervising Dentist	1																		1
Supervisory Exec. Assistant	1	1				1				1	1					1	1		7
Supply Specialist 2	22				3	2					3		1			12	9	1	53
Support Services Supervisor 2										1						1			2
Support Services Supervisor 3																1			1
Test Coordinator		4																	4
Training - Development Spec. 1	2																		2
Training - Development Spec. 2	9																		9
Truck Driver 2	7																		7
Welder 2		2				1				2	1					1	1		8
<b>Facility Totals</b>	<b>391</b>	<b>476</b>	<b>122</b>	<b>19</b>	<b>166</b>	<b>417</b>	<b>29</b>	<b>48</b>	<b>46</b>	<b>262</b>	<b>560</b>	<b>72</b>	<b>89</b>	<b>102</b>	<b>38</b>	<b>877</b>	<b>434</b>	<b>96</b>	<b>4244</b>

Location Key		
ADMIN	Dome Building - Brentwood - CDC	Salem
CCCF	Coffee Creek Correctional Facility	Wilsonville
CRCI	Columbia River Correctional Institution	Portland
Douglas	Douglas County Community Corrections	Roseburg
DRCI	Deer Ridge Correctional Institution	Madras
EOCI	Eastern Oregon Correctional Institution	Pendleton
Linn	Linn County Community Corrections	Albany
MCCF	Mill Creek Correctional Facility	Salem
OSCI	Oregon State Correctional Institution	Salem
OSP	Oregon State Penitentiary	Salem
PRCF	Powder River Correctional Facility	Baker City
SCCI	Shutter Creek Correctional Institution	North Bend
SCI	Santiam Correctional Institution	Salem
SFFC	South Fork Correctional Facility	Tillamook
SRCI	Snake River Correctional Institution	Ontario
TRCI	Two Rivers Correctional Institution	Umatilla
WCCF	Warner Creek Correctional Facility	Lakeview

February 2012