STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/1/12

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

Agency: Department of Corrections

Facility: Snake River Correctional Institution

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 2
b. Classification No: C0104
c. Effective Date: 7/1/1997
d. Position No: 9512008
e. Working Title: Inmate Work Programs OS2
f. Agency No: 29100
g. Section Title: Correctional Rehabilitation
h. Employee Name:
i. Work Location (City – County): Ontario _ Malheur
j. Supervisor Name (optional): Bill Doman, CRS Manager
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
m. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Snake River Correctional Institution is a 538-acre site located in southeastern Oregon, seven miles northwest of Ontario. The 1,025,000 square foot facility houses 3,000 inmates with approximately 1,000 employees, 90 contractors, and 210 volunteers managing and supporting the institutions operation. The institution maintains a safe and secure environment to carry out sanctions provided by statutes and as ordered by the courts to manage offender behavior consistent with the Department's mission.

The majority of the institution is located within a 103-acre secure perimeter, which contains all but 154 of the 3,000 inmates housed at the institution. A 154-bed minimum security facility houses inmates in a fenced 30,000 square foot facility adjacent to the secure facility. Within the secure perimeter there are three housing complexes, which contain approximately 800 general population inmates each. In addition to the three complexes, there are the disciplinary segregation/intensive management units which have 432 beds, a medical services unit housing 16 infirmary beds, and 22 special management unit beds.
The daily provision of essential food, medical treatment, clothing, safe living environment, and full-time meaningful work is maintained by the institution. Self-improvement and rehabilitative opportunities for the

inmates are provided through academic/vocational education, treatment services, cognitive restructuring skill programs, community-based liaison activities, and leisure time recreational activities.

The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

The Mission of the Department of Corrections is to promote public safety by holding offenders accountable for their actions, and reducing the risk of future criminal behavior. SRCI participates in the Department's mission by providing appropriate security and rehabilitative programs.

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:

The incumbent of this position processes the Inmate Attendance Sheets for Measure 17 compliance, implementation and tracking purposes as well as the Inmate Performance Recognition Award System. Maintains all records concerning the Attendance and Award system. Performs research on all Attendance and Award questions. Work directly with DOC staff to ensure the standard of compliance of Measure 17 is met as mandated by Oregon State Constitution.

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
40%	NC	E	Program Attendance Sheets - Maintains Program Attendance Sheets that serve as a reference system for a 3,000 bed facility. This system is necessary to identify verified working hours and/or allowed absences to maintain compliancy required by Oregon's Inmate Performance Recognition Award System *Rule 077*, *Tab #84.* Ensure accuracy of entered data and notify Salem Inmate Work Programs and Central Trust Department of any corrections caused by Disciplinary Reports, Program Fails, and Award changes. Process all attendance sheets in a timely manner, sort sheets by day, pull those with discrepancies for additional research, validate the discrepancy, and enter attendance information. Work independently in performing major position duties and in establishing and maintaining effective working relationships with various employees in other departments within SRCI, as well as several outside facilities, such as the Department of Justice.

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

20%	NC	E	Implement DOC Rule 77, Tab #84, Inmate Performance Recognition and Award System, to inmates and staff through daily communication. Monitor compliance and understanding of the rule through guidance in proper documentation of Inmate attendance on the DOC Attendance sheets. Research and prepare responses for attendance, awards, and disciplinary history for the Superintendent's office and the Department of Justice in cases of law suits in progress against the Oregon Department of Corrections. Research and answer inmate communications pertaining to attendance and awards
3%	NC	E	End of Month Reports – Monthly: print the end of the month reports for filing, which includes the Misconduct Summary of Disciplinary Reports, Award Posting report, and Program fail report. The Missing Attendance report must be printed prior to PRAS running to ensure all attendance has been entered for SRCI.
3%	NC	E	Establish, update, and maintain a database of inmate work skills and work related training certifications.
2%	NC	E	Time Sheet Cart- Maintain attendance sheet location sort code listing to ensure proper placement of attendance sheets in distribution folders for staff pick-up each day.
25%	R	E	Completes reception, copying, faxing and other general office duties. Receives and distributes in-coming/out-going mail for Correctional Rehabilitation sections. Researches information and composes correspondence, reports, memos and other documents Using a variety of office equipment, composes, types and sends a variety of correspondence, reports, informational flyers, memos or other information. Receives, interviews, and screens callers and visitors; serves as communication link between administrative superior and agency staff, Governor's office, legislative staff, other State agency directors or their staff, Federal government personnel, and/or the public; Provides information to outside callers or visitors requiring background knowledge of institution, organization, structure, policies and procedures. Contacts range from emotional and concerned members of inmate families to public and private executives, criminal justice agencies, attorneys, Court officials, and various program representatives. Writes memos and other forms of appropriate communications with other departments and individuals within and outside of the institution. Initiates reports of inmate assessments or misconduct as necessary to the appropriate authority.
2%	NC	E	Inspects work areas for safe and secure conditions as well as cleanliness and organization. Ensures work areas meet safety standards by correcting and/or reporting safety concerns. Maintains work areas in a professional, clean and organized manner. Perform miscellaneous duties as assigned. May occasionally be required to complete searches of inmates and

			the facility as directed by supervisors. Receives work from other staff members and processes those requests in accordance with established priorities and guidelines as directed by the Correctional Rehabilitation Manager. Carries a body alarm at all times and uses as necessary.
5%	R	E	Cooperates with and provides back-up for the other OS2s similarly assigned to meet the goals of the individual sections. Provides back-up reception support for the Administrative Building on a rotating basis. Maintains a Basic / Inquiry Level Certificate for use on the Law Enforcement Data System and completes and enters required background clearances for volunteers, contractors, job applicants, and/or visitors. Provides additional notary services in support of other OS2's in the section.

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.

Snake River Correctional Institution is tobacco free. Use of tobacco products is restricted to designated smoking areas outside the secure perimeter. Inmates have the potential for becoming angry, hostile, abusive and aggressive increasing the risk to employees of physical injury, death and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

The institution is located in Eastern Oregon and is exposed to temperature extremes and inclement weather. The institution buildings are climate controlled. The institution has over 1,025,000 square feet of building space and is spread out over a 103-acre perimeter, in addition to a minimum security facility outside the perimeter. Walking long distances to get to a workstation to perform work is common. Most inmate housing units are two levels requiring the use of stairs to reach the second level.

The incumbent is responsible for proper tool and key control of their immediate work area and to maintain awareness and bring issues identified elsewhere in the institution to the attention of others.

Performance of the position involves sitting for long periods of time and may at times involve standing for long periods of time, such as, in the delivery of training or in community contact situations. Also, necessary, is the operation of computer video equipment for word processing, electronic mail and other specialized program access/usage, potentially for long periods of time.

Office Specialist 2s are hired to the classification and are subject to being moved to other Office Specialist 2 work assignments within the institution to meet the operational needs of the agency.

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.

- Department of Corrections Rules and Procedures
- Snake River Correctional Institution Procedures
- Oregon Revised Statues
- Mandated Measure 17 Law
- Oregon and Federal Statues
- Collective Bargaining Contracts
- Oregon Administrative Rules
- Computer and equipment manuals

b. How are these guidelines used?

These guidelines are used as references to provide parameters within which judgments and decisions are made regarding work and program activities; to ensure uniformity and consistency in decision making and to ensure meeting legal requirements.
Equipment manuals and computer manuals are used for references and proper operation of equipment.

SECTION 6. WORK CONTACTS

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

Who Contacted	How	Purpose	How Often?
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*			
SRCI staff	In person/telephone/ fax/e-mail/written	Give/receive information/problem resolution	As needed
Agency Representatives	Person/telephone/fax/ e-mail/written	Give/receive information/problem resolution	Daily
Other SRCI/DOC Staff	Person/telephone/fax/ e-mail/written	Give/receive information/problem resolution	Daily
Other State ODOC Facilities	Person/telephone/fax/ e-mail/written	Order merchandise/payments/report damages, pricing	As Needed
Inmates	Person/written	Answer written communications/verbal questions	Daily/As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Communicate directly with Inmate Work Program Coordinators, Counselors, staff and inmates to ensure proper documentation of Inmates Programming and Work assignments as mandated by Oregon State Law.

Poor decisions could have significant adverse impact on the integrity of the Department and increase the State's legal liability; create non-compliance with the law, rules, policies, procedures, and regulations.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Correctional Rehabilitation Manager (Principal Exec/Manager D)	9512011	Personal observation, written reports, personal interviews, and system audits.	Daily, or as needed	Reviews are conducted on an ongoing basis to determine program effectiveness and compliance with the Department's mission and goals

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? N/A

How many employees are supervised through a subordinate supervisor? N/A

b. Which of the following activities does this position do?

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

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification

Employee must have knowledge of methods and techniques of program representation and coordination; good verbal and written communication skills. Must possess the ability to draw conclusions, make appropriate recommendations and/or take appropriate action.

Must have technical or professional level experience analyzing or advising and/or instructing the public concerning specific programs or processes, monitoring a program, or performing participant reviews.

The incumbent must become a Notary Public upon placement within this position.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

N/A	N/A	N/A

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		