STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: _____

Agency: Oregon Department Of Corrections

Facility: Snake River Correctional Institution

☐ New ☐ Revised

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

SECTION 1. POSITION INFORMATION

a. Classification Title: OFFICE SPECIALIST 2
b. Classification No: C0104
c. Effective Date: 07/01/1997
d. Position No: 9512117
e. Working Title: Security Support
f. Agency No: 29100
g. Section Title: SECURITY SERVICES
h. Employee Name: _____
i. Work Location (City – County): ONTARIO / MALHEUR
j. Supervisor Name (optional): Captain Victor Rodriguez
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt If Exempt: ☐ Executive **m.** Eligible for Overtime: ☒ Yes
☒ Non-Exempt ☐ Professional ☐ No
☐ 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.

Oregon Accountability Model: 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.

This position exists within the Security section of SRCI which is responsible for maintaining custody and control over the inmates and to ensure the security and integrity of the Institution.

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:

provide confidential clerical support to security functions, in conjunction with similarly-assigned OS-2s, within the facility, assuring operational compliance with established rules, policies and procedures; provide support services to the Institution Security Manager, ISDS Section, Special Housing Section and Assistant Superintendent/Security; order supplies, track and process Unusual Incident Reports, provide back-up support to the Executive Support Specialist I and other Security support staff.

The incumbent will be placed in a particular assignment with specific duties. The incumbent may not perform all of the duties listed in the "Description of Duties" section, but may be required to shift duties or take on new duties, as unit operational needs change. Some responsibilities are shared by all OS-2s assigned to the Security division. All Security OS2's back each other up and cover the duties in absences.

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
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*			
25%	NC	E	Clerical support to Special Housing and Complex 1, 2 & 3 Security Services. Back-up support for Executive Support Specialist 1 and similarly assigned OS-2s in Security, as directed.
25%	NC	E	Review, track and process Unusual Incident Reports (UIR), post orders, and inmate communications. Assign, track and process inmate grievances, discrimination complaints and tort claims. Track Ad-Seg investigations for SHU Captain by expiration dates and assigning a review for the MDT meetings.
25%	NC	E	Generate daily population count report; generate and coordinate purchase orders, maintaining inventory, coordinating and distributing supplies and forms. Assign work to and supervise Security Admin inmate orderlies. Schedule minor hearings; maintain staff working and training files on a weekly basis; purge and close staff working files on an annual basis. Act as timekeeper for managers, as directed.
10%	NC	E	Prepare monthly reports; conduct annual retention review and disposal of documents in Security archive cage; process and track inmate package authorizations; tracking and assigning inmate safety investigations, act as Range Facilities contact; act as Oregon State Police contact; act as Urinalysis Testing contact, including scheduling pick-up and ensuring safe packaging; act as travel arrangements and reimbursement contact for Security staff.
5%	NC	E	Facilitate signature process for staff evaluations; prepare agendas, take meeting minutes; receive, review, log, route and follow up on mail received.
5%	NC	E	Responsible for maintaining inmate communications database. Research inmate communications for response, develop responses when appropriate, direct to appropriate staff when necessary, follow-up until answered, and ensure timely responses. Photocopy and return to inmate, filing the copy in the Inmate Communications folders.

5%	NC	E	Provides a variety of clerical duties; answers and directs telephone inquiries, may run Law Enforcement Data System (LEDS) background checks for a variety of purposes; may be a collection point for LEDS run on staff for annual performance reviews; provides back-up to the receptionist/switchboard operator as needed; updating Policy/Rules/SRCI Procedures/Human Resource manuals; creating and/or maintaining a desk manual for the position; supporting other staff, captains, lieutenants, sergeants, corporals and officers, as requested; maintaining copier and providing usage reports; and other duties as needed.

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.

Use of tobacco products is permitted in designated areas on SRCI grounds. Work is performed in a prison housing maximum, close, medium, and minimum security in mates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive increasing the risk for 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. SRCI is climate controlled. This institution has over 1 million square feet of building space and is spread out over a 103-acre perimeter, in addition to a minimum facility outside the perimeter. Waiting long distances to get to the workstation or perform work will be required. Most inmate housing units are on two levels requiring the use of stirs to reach the second level.

All employees are required to use a computer for E-Mail and related inmate work systems in the regular performance of their duties.

Must be able to work in a production environment which requires doing many repetitive projects.

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. Periodic supervision of inmate workers, e.g., inmate orderlies, may be required.

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 contract 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 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
Department of Corrections Human Resources Manual
Snake River Correctional Institution Procedures and Post Orders
Snake River Correctional Institution Inmate Handbook
Oregon Revised Statues
Computer software and equipment manuals

b. How are these guidelines used?

Serves as a reference resource and provides necessary knowledge needed to work in a Correctional Institution.

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	Person/telephone/fax/e-mail/written	Behalf of Security Management	Daily
Dept. of Corrections Employees	Person/telephone/fax/e-mail/written	Behalf of Security Management	Daily
Agency Representatives	Person/telephone/fax/e-mail/written	Behalf of Security Management	Daily
Other State Departments	Person/telephone/fax/e-mail/written	Behalf of Security Management	As Needed
General Public & Contractors	Person/telephone/fax/e-mail/written	Behalf of Security Management	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions made by this position are in a coordinating capacity and reflect the priorities of the Superintendent and the policies/procedures of the Institution and Department. Determine work methods to achieve work objectives. Respond to unexpected office contingencies. Decisions regarding the secure handling of confidential documents. Decisions regarding application of rules and procedures and good judgment in response to inmate communications. Decisions regarding good working relationships and communications with staff and inmates. All decisions affect the operation of the correctional facility and are a direct reflection of the Superintendent's Office

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Security Manager	9512172	Written or Verbal	Daily	To ensure smooth operation of functional unit
Assistant Superintendent	9512001	Written or Verbal	As needed	To ensure smooth operation of functional unit
Executive Support Specialist 1	8913102	Written or Verbal	Daily	To ensure smooth operation of functional unit

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

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

This position requires the ability to maintain harmonious relationships among all contacts, deal with sensitive and confidential issues, handle a variety of tasks and to be able to change priorities to ensure smooth flow of work; operation of computer, computer programs, fax and copy machines. Must have the ability to compose memos and take meeting minutes.

Strong administrative office management abilities are needed, must be able to handle multiple complex tasks efficiently, computer and word-processing experience and must be able to maintain a high level of confidentiality.

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 8/18/14
Appointing Authority Signature	Date		