



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/9/15

Agency: Department of Corrections

Facility: Central Office

[ ] New [x] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist I
b. Classification No: C0118
c. Effective Date:
d. Position No: 0700266
e. Working Title: Administrative Assistant
f. Agency No: 29100
g. Section Title: Performance Excellence
h. Budget Auth No:
i. Employee Name: Vacant
j. Repr. Code: AAON
k. Work Location (City - County): Salem/Marion
l. Supervisor Name (Optional): Joe DeCamp
m. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [ ] Exempt [x] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [ ] Administrative
o. Eligible for Overtime: [x] Yes [ ] No

SECTION 2. PROGRAM AND POSITION INFORMATION

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

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.

Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

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:

To provide confidential clerical support to the Performance Excellence Administrator.

### 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
30 %		E	<p>Receives, reviews, logs, routes, and follows up on all mail received in the Performance Excellence Administrator’s office. Anticipates needs of supervisor by furnishing information required for official reply to correspondence and other official acts; independently researches, locates, assembles, edits, and summarizes material, information, and data for administrative action. Researches, prepares and composes a wide-variety of administrative and confidential correspondence, requests for information, reports, memorandums and personnel related data; Works independently to research, locate, assemble, edit and summarize material and information for administrative action; research and collect data on the DOC’s current operations and systems in place. Analyze and evaluate the information collected to identify potential problems, compile and establish long range objectives, assist in coordinating and educating staff on proposed changes and ultimately implement those changes to how the DOC operates to become more effective in all aspects of its operations and in alignment with the governor’s proposed budget reductions.</p> <p>Work with agency staff to help them access needed data, or plan business reporting needs. Solicit information from staff across work units to help coordinate and prioritize system improvements. Assist Administrator in collaborating with information system staff to plan business system changes, and coordinate implementation.</p>
10%			<p>Review and approve correspondence composed by staff for Administrator’s signature. Draft responses when required. Maintains calendar, schedules and arranges appointments, interviews, meetings, and conferences.</p>
20%			<p>Corresponds with agency staff, responds to inquiries and provides information, copies and distributes correspondence; and maintains an organized filing system. Develops and maintains databases to compile statistical information.</p>
20%			<p>Attends meetings. Takes and transcribes minutes, prepares additional documentation resulting from meetings, including, administrative directives and informational memorandums for approval. Serve as liaison of the unit on behalf of supervisor. Actively participates in department management team meetings to resolve</p>

			problems and discuss and formulate goals and objectives. Works closely with supervisor and department managers to complete projects and assignments and to formulate and implement work guidelines and expectations; complete assignments received in team meetings,
20%			Other Duties as assigned.

## 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 are prohibited within the buildings or on the grounds. Interaction with inmates occurs on a daily basis. Routine, continual direct contact with convicted male felons is required. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury.

The incumbent is responsible for proper tool and key control of their immediate work area and to maintain awareness and bring issues identified elsewhere to the attention of others. May be required to supervise inmate workers, e.g., inmate orderlies.

Work requires heavy usage of personal computer from four to six hours, daily. Position may require periodic travel. Work is confidential in nature and employee is expected to maintain confidentiality at all times.

## 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.**

Position requires use of: Oregon Revised Statutes (ORS); Oregon Administrative Rules (OAR); Department of Corrections Rules, Procedures and Policies; Department of Administrative Services Rules, Policies and Procedures; Union Contracts and applicable Federal and State Laws and Regulations.

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

These guidelines serve as a reference source and provide the necessary knowledge required to work in correctional facility, defining the scope of employment. They also assure uniformity and consistency in decision making and in meeting financial and legal requirements.

## SECTION 6. WORK CONTACTS

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

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
DOC Administration	Person/telephone/fax/ e-mail/written	Liaison/Information/Operations	Daily
Other DOC Staff	Person/telephone/fax/ e-mail/written	Liaison/Information/Operations	Daily

Inmates	Person/written	Response to inquiries	Daily
General Public	Person/telephone/fax/ e-mail/written	Liaison/Information/Operations	Daily
Other State Agencies	Person/telephone/fax/ e-mail/written	Liaison/Information/Operations	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position provides information and instruction to staff on a daily basis, determining what information may be provided and maintaining strict confidentiality. Establishes work priorities and monitors deadlines, ensuring that critical deadlines are met; provide appropriate and accurate information and direction to staff, the public, direct visitors and callers; Interprets applicable rules, procedures, and guidelines, consistently makes routine operational decisions which are in compliance with guidelines, and ensures that decisions made are consistent with the Performance Excellence Administrator's goals.

Decisions made by this position are a direct reflection on the Performance Excellence Administrator and his/her policies, directives, opinions, and administration.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Performance Excellence Administrator		Through written or verbal contact.	Daily	To ensure smooth operation of the unit.

## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- 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?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

This employee must have the ability to deal with a variety of people in an effective manner and have the flexibility to manage a large variety of tasks and rapidly changing priorities. This employee must possess the ability to work independently with little or no supervision, must be able to manage multiple high-priority tasks at once, must be able to consistently manage heavy workload, must be able to prioritize work assignments and ensure timely completion; record and transcribe minutes of meetings; compose and formulate correspondence, reports and other written documentation as required; exercise good judgment in decision-making; interact well with co-workers, supervisors and inmates, promoting harmonious working relationships with other Sections; and possess excellent written and verbal communication skills. Additionally, the employee must have a good working knowledge of how to operate video and word-processing equipment, personal computer, fax machine and other office equipment.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature                      Date                      \_\_\_\_\_  
Supervisor Signature                      Date

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