STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
7/29/14

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

Agency: Oregon Department of Corrections

Facility: Offender Information & Sentence Computation

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Office Specialist 2	**b.** Classification No:	C0104
c. Effective Date:	9/1/1990	**d.** Position No:	
e. Working Title:	OISC Institution Support Spec.	**f.** Agency No:	29100
g. Section Title:	OISC	**h.** Budget Auth No:	35912300
i. Employee Name:		**j.** Repr. Code:	AAON

k. Work Location (City – County):

l. Supervisor Name:

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. 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.

This position is in the Department of Corrections, which confines approximately 14,600 inmates in 14 prisons. The Offender Management and Rehabilitation (OMR) Division staffing includes 198 funded positions as well as contracting with approximately 250 individuals and over 2500 community volunteers. The biennial budget exceeds $68 million, which includes general fund, other funds and federal funds. The OMR Division encompasses 11 units, which as combined, oversee an inmate's correctional plan starting from the time the offender's judgment is ordered to their release into the community. This division provides a continuum of evidence-based program interventions as well as other opportunities and tools to inmates to enhance their transition to Community Corrections partners. This position supports the Assistant Director, Chief Administrator and the unit Administrators of the OMR Division. The Assistant Director, Chief Administrator and OMR Division Administrators direct the following functions for the Department: institution programs, treatment, and offender management services policies and operations; alcohol & drug treatment; cognitive restructuring; education; inmate intake & assessment; classification and transfer; transition and release; offender information & sentence computation; inmate services; religious services; victim services, volunteer services and inmate and community advocacy. The incumbent is a direct participant in the mission of the Department and the division, in the management of the division, and in

planning and evaluating the division's efforts to fulfill its mission. The Offender Management and Rehabilitation Division is responsible for carrying out the ODOC mission to reduce the risk of future criminal conduct by those offenders who are either incarcerated or transitioning from prison back into the community and for those offenders on supervision in the community.

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:

Manage and coordinate the process of all OISC Institution Records offices including security, maintenance, and court processes and data management as well as provide administrative support for the OISC Central Unit in an office with offsite management.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within it's Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of

sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/ contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

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".			
40%			General Operations:
	NC	E	Receive, review, process, and follow-up on all documents, reports, and forms received. Evaluate for completion, compliance and accuracy with established criteria; determine application needed based on applicable Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), OISC Policy and/or Institution Policy and distribute to and advise the appropriate persons, department or file.
	NC	E	Prioritize different and unrelated OISC Records Office processes using independent judgment to evaluate and determine necessary action in unique situations.
	NC	E	Interpret and explain pertinent laws, rules, policies and procedures pertaining to confidential inmate records and transport processes to attorneys, Department of Justice, Social Security Administration, the ODOC, Community Corrections and other law enforcement agencies, inmates and the public or determine appropriate referral for technical information.
	NC	E	Respond to subpoenas and court orders.
	NC	E	Manage individual caseloads using systems, procedures and techniques necessary to collect, analyze, and report data in narrative formats to ensure timely and efficient flow of caseload.
	NC	E	Research, recommend, review, maintain and implement technical and/or administrative revisions to established systems, procedures and policies.
	NC	E	Identify and resolve issues impacting release and immediately forward them to the attention of the Prison Term Analyst (PTA).
	NC	E	Research and relay technical information regarding inmate case dispositions, continuances and court cases. Advise and maintain contact with law enforcement personnel, prosecutors, attorneys, OISC Central Unit and other department staff concerning case status.
	NC	E	Evaluate and interpret information received on offenders and accurately input data relative to the intake of offenders into the Department of Corrections.

	NC	E	Prepare, distribute, and track legal forms, orders, Warrants and APBs for escaped/absconded inmates.
	NC	E	Enter, update, and clear escape/abscond warrants into LEDS; communicating highly confidential information to Fugitive Apprehension Unit, OISC, security staff, and other law enforcement agencies.
	NC	E	Accurately apply rules, policies and procedures pertaining to the Alternative Incarceration and Transitional Leave programs, including processing of forms and data and coordination and tracking of inmates released to Transitional Leave.
	NC	E	Maintain and control the security and confidentiality of all official agency legal documents, files and information received as directed by OISC policy and applicable OAR and ORS requirements.
40%			Inmate Movement:
	NC	NE	Coordinate transfer of inmates to treatment programs and other institution/facilities in accordance with institution protocols.
	NC	E	Research, collect data, and prepare informational aspects that impact offender intake at ODOC, including but not limited to: query LEDS to determine expected arrivals, process inmate fingerprints and photos, input inmate intake information into the Offender Information System (OIS), and communicate vital sentencing, DNA and fingerprint data to the Oregon State Police.
20%			File System, File Maintenance, Other Duties:
	NC	E	Pull, provide and track all files requested by ODOC staff.
	NC	NE	Develop and maintain various systems for the tracking of inmate activities and files for the caseload.
	NC	E	Prepare and maintain the official ODOC inmate file on an ongoing basis, according to the standard established by OISC and the Secretary of State Records Retention Schedule.
	NC	E	Facilitate all functions of a high volume office environment while maintaining security of facility.
	NC	E	Process and maintain the accuracy of a variety of forms and letters in various formats.
	NC	E	Prepare reports and summaries as required by OISC policy.
	NC	E	Supervisors may assign other duties or projects as necessary for smooth functioning of the OISC records offices.

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.

Work is performed in an office setting in a correctional facility and includes extended sitting time at a computer terminal, involvement in telephone conversations, research in manuals, writing various documents, climbing ladders, bending, stooping and stretching to reach/ obtain / maintain inmate files. Incumbent is responsible for the operation of security alarms, tools, and key control. Work may be done with other units within the institution inside the secure perimeter. The worker must be able to move full boxes that may weigh 30 lbs. Boxes weighing greater than 30lbs will require assistance in carrying. This position is subject to response during working and non-working hours to emergencies within the department and is subject to assignment to other areas of the department. While within the institution, contact with inmates will occur, therefore, there may be a chance of exposure to dangerous situations, such as verbal or physical attack.

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.

ODOC Rules, Procedures & Guidelines	Interstate Agreement on Detainers	LEDS/NCIC Manual & Directives
ODOC Administrative Directives	Interstate Compact Procedures	Notary Public Guidelines & Regulations/ Federal laws
Oregon Administrative Rules	ACA Standards/ Case Records/ Facility Procedures	Oregon Revised Statutes
Offender Information System	OISC Office Manual	Sentence Guideline Implementation
Oregon State Archives Record	Criminal Code of Oregon	Attorney General Opinions/Case Law
Facility Procedures	Federal Laws	

b. How are these guidelines used?

These guidelines are used to ensure compliance with applicable regulations and standards for equal and consistent treatment of inmates; assist in applying the policies and procedures, and to apply these interpretations to specific situations. While these guidelines cover basic situations, they do not provide or supply answers to the many combinations of problems that the incumbent must resolve.

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".			
Other Institution /ODOC staff	Phone/email/person	Explain rules, policies and procedures and to resolve issues.	Daily
Courts	Phone/mail/email	Explain rules, policies and procedures and to resolve issues.	As needed
Inmates	Person/ mail	Explain rules, policies and procedures and to resolve issues.	As needed
Defense Counsel	Phone/mail/email	Explain rules, policies and procedures and to resolve issues.	As needed
General Public	Phone/mail	Explain rules, policies and procedures and to resolve issues.	Occasional
LEDS/ISU	Phone/person	Automated system and to resolve issues.	As needed
Oregon & other state prisons/ facilities	Phone/mail/email/person	Explain rules, policies and procedures and to resolve issues.	As needed
Oregon & other state law enforcement agencies	Phone/mail/email/person	Explain rules, policies and procedures and to resolve issues.	As needed
Board of Parole/PPS	Phone/mail/email/person	Explain rules, policies and procedures and to resolve issues.	As needed
Counselors	Phone/email/person	Explain rules, policies and procedures and to resolve issues.	As needed
ODOC Administration	Phone/mail/email/person	Explain rules, policies and procedures and to resolve issues.	As needed
Public/Private Agencies	Phone/mail/email	Explain rules, policies and procedures and to resolve issues.	As needed
Other State Agencies	Phone/mail/email	Explain rules, policies and procedures and to resolve issues.	As needed
ICE/Homeland Security	Phone/mail/email	Explain rules, policies and procedures and to resolve issues.	As needed
Federal Marshal & Agencies	Phone/mail/email	Explain rules, policies and procedures and to resolve issues.	As needed
Community Corrections	Phone/mail/email	Explain rules, policies	As needed

	and procedures and to resolve issues.

SECTION 7. POSITION RELATED DECISION MAKING

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

- Decisions are specifically related to administrating the institution processes for OISC. Must use independent judgment regarding time-sensitive issues and legal documents that directly affect DOC, DOJ, other law enforcement agencies, inmates, and the public. Process decisions are required to prioritize and determine necessary actions to ensure offender information is maintained in accordance with agency rules and laws.

- For decisions specifically related to the release of offender information, poor decision-making may result in:

  A: Litigation against the OISC Unit and/or Department of Corrections.

  B: The potential to compromise the security of the Department and individuals in the community.

  C: Increased security risk to ODOC employees and other institution staff.

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".				
OISC Institution Manager	6000641	Observation	As Needed	

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?

- ☐ 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:

- Due to the wide variety of work performed in this position, it is necessary that the incumbent maintain a high standard of performance, personal integrity and conduct.
- Must maintain LEDS eligibility and qualifications to make inquiries and entries into LEDS.
- Nature of work requires initiative and performance without constant supervision.
- Must understand and adhere to the highest standards of confidentiality.
- May be required to work long hours.
- Must be able to function well within the demands of a constantly changing work environment.
- Must be able to participate in a cooperative team environment and make positive contributions.
- Must have basic skills in standard computer word processing equipment and programs.

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		

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