



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Department of Corrections

Facility: Deer Ridge Correctional Institution

New Revised

- Classified
- Unclassified
 - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Office Specialist 2</u>	b. Classification No: <u>C0104</u>
c. Effective Date: <u>07/01/13</u>	d. Position No: <u>70054</u>
e. Working Title: <u>Office Specialist 2</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Food Services</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Madras, Jefferson County</u>	
j. Supervisor Name (optional): <u>Richard Ladeby</u>	
k. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
l. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	
m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.

The Food Service department is responsible for feeding the inmate population in accordance with state and federal mandates, and supervising, training, and directing the over 101 inmate workers assigned to work the kitchens, sculleries, dining halls, bakery, and dry stores. The Food Service department has an operating budget of approximately \$1.2 million dollars per biennium, and employs 5 Food Service Coordinators, and 1 OS-2 in addition to the Food Service Manager.

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 Food Service Office Specialist 2 provides direct administrative support to the Food Service Manager; coordinates all office support functions for the Food Service section; manages purchase orders, general billing requests, and other accounts receivable information for various Food Service programs; maintains document files in accordance with state record retention schedules and internal audit standards; coordinates staff uniforms. This position assigns, directs, and supervises the work of inmate on the inmate computer clerk.

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 %	R	E	<p>Secretarial/Administrative: Types a variety of correspondence, reports, memos, or other information from machine or voice dictation, rough draft, or general instructions; composes and types correspondence, reports, memos and other documents; may have authority to sign documents and/or correspondence on behalf of supervisor; receives telephone calls and visitors; in absence of supervisor, screens calls which can be handled by the supervisor's subordinates, or other offices; makes referrals as appropriate; answers questions using general or technical knowledge; receives and reviews incoming mail and requests for information; determines mail needing further action; gathers, researches, and assembles information necessary to address various requests for information from both internal and external sources; responds to items not requiring supervisory review or resolution; organizes and maintains filing systems for records in accordance with agency record retention schedules; maintains supervisor's calendar and schedules appointments and conferences; assures that supervisor is fully briefed on matters to be considered before scheduled meetings; makes travel arrangements; completes travel vouchers, expense claims, and reports; maintains personnel working files; keeps logs and statistics related to program or operation; takes minutes at meetings; performs budget related activities manually or by using a computer; participates in preparing inventories and budget projections for the biennium for services and supplies,</p>

			and reports deviations to supervisor; develops and revises office procedures; coordinates work on assigned projects.
40 %	R	E	Record Processing/Technical: Performs specialized record processing activities requiring independent judgment to make decisions or select a course of action based on laws, rules, policies, and procedures; forms, or other documents for compliance with established criteria; ensures that all necessary documentation is provided and is complete; generates billing requests, resolves problems with records, billings, payments, or charges; collects and compiles data requiring specialized program knowledge as well as judgment in selecting from a variety of reports, computer printouts, logs, etc.; reviews materials for proper completion and accuracy against manual and computer-generated reports, makes corrections where needed; directly inputs information into computerized system; enters purchase orders for a variety of purchases at the direction of the Food Service Manager; contacts product vendors for prices, specifications, and order/delivery information, assist the Food Service Manager with inmate communications, grievances, tort claims, special projects, and budget.
10 %	NC	E	Inmate Supervision: Directly assigns, job changes, coordinates, and supervises the work of inmate clerks; provides cursory supervision. Is familiar with food handling, and sanitation; explains and clarifies rules, processes, and procedures to the inmates; performs pat searches and area searches.
10 %	NC	E	Other duties as assigned by the Food Service Manager; Office Specialist 2's 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 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 DRCI grounds. Work is performed in a prison housing 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 Central Oregon and is exposed to temperature extremes and inclement weather. DRCI is climate controlled.

Must be able to concentrate in a disruptive and stressful atmosphere, and be able to work with sensitive and/or confidential subject matter that may contain violent and/or sexually connotative language. (Frequently)

May require extended periods of sitting (desk work) or standing (document filing).

May be reassigned during emergency situations. (Occasionally).

Nature of work requires initiative and performance without constant supervision. (Daily).

Must control and direct inmates in an office not directly supervised by correctional security staff members. (Daily).

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.

DOC Rules, Procedures and Policies
DOC Human Resources Manual
Food Service Policies and Procedures
DRCI Procedures
Food Service OS-2 Desk Manual (Incomplete at this time.)
Oregon Revised Statutes
Oregon Administrative Rules

b. How are these guidelines used?

These sources are used to ensure compliance with agency rules, state and federal laws, and established standards of operation for food service.

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 Staff / Contractors/ Volunteers	Phone / Mail / In-person	Operational / Informational	Daily
Product/Service Vendors	Phone / Mail / In-Person	Operational / Informational	Daily
Other State Agencies	Phone / Mail	Operational / Informational	As Needed
General Public	Phone / Mail	Informational	As Needed
Inmates	In-Person / Mail	Operational / Informational	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Effectively prioritize work and special projects to maintain smooth office operations, determine items to be ordered and frequency of orders for office supplies, design and update filing and records systems, use judgment and creativity to refine office procedures as needed, assign and prioritize the work of the inmate clerk.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Food Service Manager		Direct observation	As needed	Complete, Accurate, Timely

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?

- | | |
|--|---|
| <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

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

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

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