



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/3/15

Agency: Board of Parole & Post-Prison Supervision

Facility: Dome Building, Salem, OR

[X] New [ ] 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: Administrative Specialist I
b. Classification No: C0107
c. Effective Date: 10/01/2015
d. Position No: 4170042
e. Working Title: Administrative Specialist
f. Agency No: 25500
g. Section Title: Board of Parole & PPS
h. Budget Auth No: 001260160
i. Employee Name: Vacant
j. Repr. Code: AP
k. Work Location (City - County): Salem, Marion Co.
l. Supervisor Name: Shawna Harnden
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.

The Board of Parole and Post-Prison Supervision works in partnership with the Department of Corrections and local supervisory authorities to protect the public and reduce the risk of repeat criminal behavior. The Board's decisions are based on applicable laws, victims' interests, public safety and the recognized principles of offender behavioral change.

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:

Primary assistance to the management team for clerical and/or administrative duties required for daily operation. Provide assistance and back-up to staff as requested.

## 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 curser at end of a row (outside table) and hit "Enter".</i>			
70%	N	E	<p><b><u>Coordination / Administrative Assignments:</u></b></p> <p>Develops procedures, systems and forms necessary to complete work and ensure efficient flow of information, work flow, delivery of services within the agency and/or with other agencies, vendors or contractors.</p> <p>Coordinates and schedules meeting dates and locations for agency staff and management; schedules travel and accommodations for staff and management related to business meetings and/or training conferences; plans, prepares, and presents workshops for agency staff, agency clients, or the public to provide information about agency services or to explain new laws, processes or procedures.</p> <p>Coordinates the efficient flow of documents (e.g., agency policies and procedures, budget proposals, management studies) and/or requests requiring action through an established process ensuring that deadlines for analysis, approval, and/or final action are met; acts as the agency coordinator for technical manuals, directives and procedures by editing, proofing, arranging for printing and distribution and preparing extensive indexes; writes instructional manuals describing procedures and requirements for use by agency staff, other agencies, agency clients, and/or the public.</p> <p>Explains laws, rules, and procedures for obtaining agency services; investigates circumstances, responds to questions and resolves discrepancies.</p> <p>Tracks legislative bills by reading proposed legislation, maintaining calendars for hearings and/or work sessions; researches, collects data and prepares reports outlining the impacts of legislation or changes in procedures on agency programs and funding and updating status of each bill.</p> <p>Compiles statistical information related to program or operation measuring success rate and/or performance to be used by others to make decisions related to the program; develops detailed reports on a monthly, quarterly, semiannual, or annual basis.</p> <p>Takes minutes during agency staff meetings and Board business meetings, and distributes them as required.</p> <p>Inventories and orders office supplies as needed.</p> <p>Reviews, responds and/or or routes miscellaneous agency</p>

			<p>correspondence to correct staff member(s).</p> <p>Records and processes DOJ money judgements received; acts as liaison for Tort claims.</p> <p>Assigned as secondary SPOTS card holder and maintains required training, per DOC policy.</p>
20%	N	E	<p><b><u>Record Processing/Technical:</u></b></p> <p>Performs specialized record processing activities requiring independent judgment to make decisions or select a course of action based on laws, rules, policies and procedures within a particular program or operation, such as recording, coding and maintaining agency payables and receivables.</p> <p>Collects and compiles data requiring specialized program knowledge as well as judgment in selecting from a variety of reports, computer printouts, logs, etc.</p> <p>Makes presentations to staff to provide information regarding new and/or changes to policies and procedures of the work unit.</p> <p>Reviews materials for proper completion and accuracy against manual and computer-generated reports, making corrections when needed; directly input information into computerized system or codes for input by others.</p> <p>Reviews, investigates and responds to Clemency Requests from the Governor's Office.</p> <p>Maintains agency vehicle parking meter key management.</p> <p>Acts as back up for agency master email; logs communications received and forwards to appropriate staff member(s).</p>
10%	N	E	<p>Provides back up for staff as required.</p> <p>Provides primary back-up and assistance as agency LEDS representative.</p> <p>LEDS certification required.</p> <p>Other duties as assigned.</p>
100%			

## 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.**

Requires direct and indirect contact with inmates, offenders, victims, the general public, as well as agency partners and stakeholders

- Occasionally requires working beyond scheduled work week, which could include evenings and/or weekends.
- Occasionally requires travel within the state; sometimes overnight.
- Work is performed in an office setting with prolonged sitting at a computer terminal or prolonged standing in file storage locations. Periodic movement of boxed files requires lifting up to 50 lbs.
- Position requires frequent telephone conversations, researching manuals, statutes and administrative rules, as well as writing non-legal documents.
- Team environment requiring cooperation and coordination with the Board members and staff to meet needs of agency.
- Requires strict attention to detail and meeting deadlines

**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.**

- Board Policies and Procedures
- Oregon Administrative Rules
- Oregon Revised Statutes
- LEDS/NCIC Manual and Code
- Desk manual
- Interstate Commission for Adult Offender Supervision Rules
- Federal law

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

Interpretation and application of these guidelines are necessary to properly perform duties as described above, as well as ensuring compliance with applicable regulations and standards.

**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>			
Community Corrections staff	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Institution/DOC staff/OISC	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Attorneys / Courts	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Department of Justice staff	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Oregon and other state prisons & institutional facilities	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed
General public	Phone / Mail / Email / TTY / Fax / In-person	Information sharing	Daily

Inmate / Offenders	Phone / Mail / Email / Fax / In-person	Information sharing	As needed
Other state agencies	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed
Federal agencies	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed
Oregon and other state law enforcement agencies	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Exercises independent judgment as to procedures to follow, resources to be reviewed, prioritization of workload and deadlines. Uses judgment to relay statutory information, Board policy and procedures to stakeholders, including: District Attorneys, crime victims, advocacy groups, inmates/offender support persons.

## 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>				
Executive Assistant	4000010	Performance is reviewed on an on-going basis through day-to-day supervision, regular meetings, and automated communication	Daily, as needed.	Determine general efficiencies and effective compliance with position description and general Board operations. Communicate areas of strength, as well as those needing improvement; set future goals.
Executive Director	4000007	Performance is reviewed through meetings and annual evaluations.	Annually, or as needed.	Determine general efficiencies and effective compliance with position description, as well as general Board operations. Communicate areas of strength, as well as those needing improvement; set future goals.

**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:

Certification in LEDS preferred.

**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