



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
09.03.2015

This position is:

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

Agency: Board of Parole and Post-Prison Supervision

Facility: Dome Building

New Revised

SECTION 1. POSITION INFORMATION

Form with fields a through o including Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position type, FLSA status, and Overtime eligibility.

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.

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:

Correctly interpret and apply laws, rules, policies and procedures that govern the Board of Parole and Post-Prison Supervision; compile and interpret offenders' criminal and violation history from Law Enforcement Data System (LEDS), Oregon Justice Information Network (OJIN), eCourt, National Crime Information Center (NCIC), archives and/or any other resources; correctly interpret and apply laws, rules, policy and procedures relevant to Sex Offender Notification Levels in accordance with ORS 181.800 et seq., OAR 255 Division 85, and all other applicable laws and administrative rules.

Correctly interpret and apply laws, rules, policy and procedures which determine sanctions for violations of supervision; correctly interpret and apply laws, rules, policies and procedures that govern offenders on parole or post-prison supervision in Oregon, as well as their rights for administrative review.

**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
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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".

45%	N	E	<p><b><u>Policy Analysis and/or Legal Writing/Review</u></b></p> <p>Formulate policy and design operational systems to support policy direction. Advise agency management on benefits of different policy options. Write or revise policy to mitigate operational risk.</p> <p>Assist Board Chair and Executive Director with leading policy task forces comprised of agency staff and outside stakeholders to address legislative and policy changes. Evaluate statutes, legislative and executive intent, and operating procedures; develop comprehensive evaluation of affect to agency operations. Research current trends in subject area related to agency operations, formulate policies and suggest legislative changes to support philosophy or changes in practice.</p> <p>Analyze policy proposals, and recommend agency action based on probable political and public reaction to changes in policy. Interpret and explain agency policy and rules to staff, legislators, stakeholders, and the public.</p> <p>Write administrative rules based on changes in statute or policy direction; coordinate and lead the administrative rules process. Give policy direction during interim period before the development of administrative rules.</p>
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			<p>Correctly interpret and apply laws, rules, policy and procedures that determine a registered sex offender's appropriate Sex Offender Notification Level in accordance with ORS 181.800 et seq., OAR 255 Division 85 and all other applicable laws, administrative rules, Board policies and procedures</p> <p>Compile and interpret offenders' criminal and violation history from Law Enforcement Data System (LEDS), Oregon Justice Information Network (OJIN), eCourt, National Crime Information Center (NCIC), archives and/or any other resources.</p> <p>Communicate effectively orally and in writing as appropriate for the needs of the audience.</p>
25%	N	E	<p><b><u>Legal or Legislative Research and/or Coordination</u></b></p> <p>Work with Department of Justice regarding appellate review of Board decisions and other legal processes and requests. Assist in preparation of responses to administrative review requests by reviewing, organizing, indexing documents and managing document flow.</p> <p>Prepare legal correspondence for own signature or signature of Board members. Prepare status reports and calendars; monitor for process deadlines to ensure timely action.</p> <p>Research statutory legislative history, administrative rule, and case law</p> <p>Assist with public records requests by researching issues, indexing orders, assisting with response to inquiries, reviewing of Board records for confidentiality and revising manuals.</p> <p>Review legislative bill drafts, committee minutes and exhibits and other relevant documentation. Analyze and summarizes results and conclusions at Board's request.</p> <p>Evaluate legislation affecting agency programs for fiscal and other programmatic impact.</p> <p>Write suggested draft language for legislative bills. Coordinate the writing or write reports outlining impact of legislative proposals on agency operations.</p> <p>Monitor federal or state legislation, and evaluate for programmatic impact; plan needed changes in operations and procedures. Testify before legislative committees and/or coordinate testimony of Board leadership.</p>

			<p>Research and prepare background information on legislative proposals for use by executive management; recommend agency position. Translate legislation into program goals, actions and service plans. Recommend changes in legislation to bring about needed changes in program operations.</p>
15%	N	E	<p><b><u>Operational Research and Evaluation</u></b></p> <p>Evaluate programs, services, systems and program effectiveness through comprehensive operational research; establish criteria to identify and measure program effectiveness; develop methods to improve operations or develop new approaches to program evaluation.</p> <p>Collaborate with information system staff to automate business processes. Coordinate transition from old to new automated business systems.</p> <p>Coordinate or lead planning initiatives; develop process and procedures for agency strategic planning; consult with senior management and program managers on the strategic planning process and methods. Support business planning efforts by giving consultative advice on organizational improvement methods. Lead and facilitate planning meetings with cross-functional and interdisciplinary teams to arrive at organizational improvements. Guide managers in methods of formulating performance measures and evaluating data</p>
10%	N	E	<p><b><u>Project Management</u></b></p> <p>Recommend project budget and spending plan. Identify potential risks and difficulties, and design strategies to mitigate or avoid them. Collaborate with stakeholders.</p> <p>Manage project steps to cause participation of project team members and other stakeholders. Monitor and track project budget, schedule and performance. Coordinate project activities with internal units. Monitor and evaluate contractor performance. Recommend changes to project plan in response to unforeseen changes or unexpected results.</p>
5%	N	E	Other duties as assigned.
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, and victims who may become hostile and angry; direct and indirect contact with community stakeholders and legislators:

- Occasionally requires working beyond forty (40) hours a week.
- Occasionally requires working evenings and/or weekends.
- Occasionally requires travel throughout the state, sometimes overnight.
- Work is performed in an office setting with prolonged sitting at a computer terminal, frequently holding telephone conversations, researching manuals, statutes, administrative rules, and writing documents. Team environment requiring cooperation and coordination with 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
- Desk Manual
- Oregon Sentencing Guidelines Grid
- Oregon Sanctioning Guidelines Grid
- Attorney General Opinions/Case Law

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

They provide the legal authority and procedures for the Board's work. The employee must interpret and follow these guidelines.

## 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?
Community Corrections staff	Phone/Mail E-mail/Fax In-person	Information/operational	Daily
Institution/DOC staff	Phone/Mail E-mail/Fax In-person	Information/operational/Technical Support	Daily
County Jail Staff	Phone/Mail E-mail/Fax In-person	Operational	As needed

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

System Operator	Phone/Mail E-mail/Fax In-person	System issues / Operational	Daily
District Attorneys / Defense Lawyers	Phone/Mail E-mail/ In-person	Operational / Consultations	Weekly
Inmates/Offenders, general public, victims	Phone/Mail E-mail/Fax In-person	Operational/Informational	Daily
Governor's Office/staff, legislators, stakeholders	Phone/Mail E-mail/Fax In-person	Operational/Informational/ Consultations	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position will make independent judgments and decisions in the application and explanation of laws, rules or policies and procedures governing the Board and offenders on Parole or Post-Prison Supervision. The direct effect will be accurate and well-reasoned policy decision-making by the Board members, accurate and timely administrative review of Board decisions, and excellent relationships with the legislature, stakeholders, and the public. This position will provide recommendations to the Board of Parole and Post-Prison Supervision relevant to agency legislation, policy, operations and rules.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
Prin Exec Mgr D/Executive Director	4000007	Performance is reviewed on an ongoing basis through day-to-day supervision, regular meetings, automated communication, annual evaluations and any required training.	Daily, as needed.	Performance is reviewed to determine general efficiency, effective compliance with position description and general Board operations, to communicate areas of strength and weaknesses, and to set future goals.
Prin Exec Mgr G/Chair	4000002	Performance is reviewed through meetings, annual evaluations	As needed	Performance is reviewed to determine general efficiency, effective

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

				compliance with position description and general Board operations, to communicate areas of strength and weaknesses, and to set future goals.
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**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:

Ability to obtain and maintain Law Enforcement Data Systems certification.

Ability to participate in and obtain certifications for various training as required by management.

**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

*B. Carney* 08/19/2015  
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Appointing Authority Signature Date