STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/30/14

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:	Administrative Specialist 2	**b.** Classification No:	C0108
c. Effective Date:	1/1/2000	**d.** Position No:	
e. Working Title:	Prison Term Analyst	**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):	Wilsonville - Washington		
l. Supervisor Name (Optional):			

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:

Calculate the on-time release date of inmates sentenced to the DOC, and to help facilitate the appropriate housing and program eligibility of inmates in preparation for their successful reentry into the community by complying with judgments and statutes.

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.

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".			
70%	NC		Sentence Calculation:
		E	• Interpreting and analyzing basic and complex judgment orders using unit policies and procedures as a foundation for determining the courts intent; accurately applying governing statutes, rules, policies and procedures to confirm compliance with Oregon Revised Statutes, Oregon Administrative Rules, DOC policy in effect at the time of sentencing;
		E	• Accurately analyzing judgments and ensuring the legal requirements for program eligibility [i.e. Alternative Incarceration Program (AIP), non-AIP and other departmental rehabilitation programs] and providing the information to the appropriate institution staff.
		E	• Investigating, researching and identifying essential information, confirming accuracy and completeness of record information when in question. Comparing all document information to determine what record or records need correction. Gathering and analyzing data for conflicting and/or missing information, identifying the nature of the problem, and following a logical progression until resolution is reached. Collaborating with various states, county and federal agencies in acquiring and correcting information related to and affecting the inmate's sentence computation. Communicating with the Oregon Courts and district attorneys for clarifications or corrections.
		E	• Applying earned time credits by reviewing the inmate's records for information reflecting the inmate's program and conduct compliance. Reviewing earned time computation forms submitted by counselors for statutory program compliance or non-compliance, recommending corrections and entering the results into the Corrections Information System.
		E	• Calculating and modifying sentence calculations by applying, retracting or restoring extra (meritorious) good time, statutory and earned time credits.
		E	• Modifying prison terms by the addition of new or amended sentences or appellate judgments received, affecting inmate prison terms.
		E	• Performing complete file audits in accordance with deadlines, procedures and policies from their own or other Prison Term Analysts' (PTA) caseloads.

		E	• Explaining both in writing and verbally, sentence calculation that may be complex and technical, and the laws and rules governing sentencing, in an understandable language to people of diverse education, language and cultural backgrounds, and to inmates in response to letters, inmate communications and grievances.
		E	• Accessing Law Enforcement Data System (LEDS)/National Crime Information Center (NCIC)/Oregon Judicial Information Network (OJIN) obtaining required information pertaining to inmate criminal history.
10%	NC	NE	• Tracking all inmates while out-to-court for resentencing, and following up with disposition of court cases, updating detainers and/or adding additional sentences.
		NE	• Monitoring DOC inmates incarcerated outside DOC Facilities who have concurrent or consecutive DOC sentences and notifying transport with proper documentation when inmate needs to be returned to Oregon DOC verifying the inmate has returned to DOC custody or entering warrants as necessary.
		NE	• Communicating with and responding to law enforcement and other legitimate inquirers' concerns relating to time served credits, sentencing, detainers, warrants, parole, post prison supervision, statutory good time, length of incarceration and release date.
		NE	• Assisting counselors and other DOC employees with sentence calculation by providing verbal or written explanations.
10%	NC		Operational Support:
		E	• Managing constantly shifting prioritization of workload to meet varying deadlines and an ever changing caseload of inmate files.
		NE	• Assisting OISC Management and Technical Team in identifying needs for policy change or clarification by investigating and compiling information, and submitting a report describing needs for changes or clarity, referencing applicable statutes, policies and procedures as appropriate.
		NE	• Identifying and providing input with regard to external and internal training needs to improve performance and processes.
10%	NC		Other Duties:
		NE	• When assigned, contributing to the unit by providing input to management through participation in focus groups, committees, work groups and special assignments.
		NE	• When assigned, assisting in process development and revision by writing draft processes. Assisting in the

		development of lesson plan and training delivery.
	NE	• Other duties as required ensuring smooth functioning of the OISC Central Unit.
	NE	• During emergencies may be assigned other duties and alternate worksite.
	NE	• Testifying in court if required.

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 on the grounds of a correctional facility. The position requires prolonged sitting at computer terminals, involvement in telephone conversations, research in manuals, writing various documents, bending, stooping and stretching to reach/obtain/maintain inmate's files. Contact with inmates is likely and the possibility of exposure to dangerous situations (e.g. verbal or physical assault) does exist. This position is subject to response during working and non-working hours to emergency situations within the Department and is subject to assignment to other areas of the Department including inside a correctional facility. This position is located at Coffee Creek Correctional Facility, OISC Records Office, Building Z, Wilsonville, Oregon.

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 & Guidelines	OISC Operational Procedures	LEDS/NCIC Manual & Directives	
DOC Administrative Directives	Oregon Administrative Rules	Oregon Revised Statutes	
OISC Office Manual	ACA Standards/Case Records	Criminal Code of Oregon	

b. How are these guidelines used?

These guidelines are used to assure 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 /DOC staff	Phone/in person/mail/email	Explain calculations/rules, policies, procedures; information sharing	Daily
Inmates	Mail/phone	Explain calculations/rules, policies, procedures; information sharing	Daily
Courts (Judges, staff)	Phone/mail/email	Clarifying the courts intent or our interpretation; resolve discrepancies	Daily
Defense Attorneys	Phone/mail/email	Information sharing	As needed
General Public	Phone/mail/email	Information sharing; explain calculations/rules, policies, procedures	As needed
Board of Parole/PPS	Phone/mail/email	Information sharing, explain calculations/rules, policies, procedures; resolve discrepancies	Daily
Oregon & other state prisons/ facilities/law enforcement agencies	Phone/mail/email	Gather information; explain calculations/rules, policies, procedures; resolve discrepancies	Daily
District Attorneys	Phone/mail/email	Clarifying our interpretation; resolve discrepancies; gather and share information	Daily
DOC Administration	Phone/mail/in person/email	Information sharing, explain calculations	As needed
Other Public/Private Agencies	Phone/mail/email	Public Information sharing	As required
DOC Community Corrections	Phone/mail/email	Explain calculations/rules, policy, procedures; information sharing	As needed

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 assuring compliance with court ordered incarceration. This position analyzes and applies policy, procedures, statutes, and rules on sentencing, involving multiple or various sentence combinations, prison term modification, establishing physical prison term release, expiration and/or discharge based on unit policies and procedures. Since the majority of the work of this position is technical in nature, the employee must have the ability to make independent determinations and judgments regarding individual document appropriateness, correctness and completeness as related to the entire sentence computation process.

Decisions specifically related to the sentence calculations, poor decision-making may result in:

- Litigation against the OISC Unit and/or Department of Corrections.
- Incorrect housing and program eligibility for inmates leaving the Department and its employees at risk and increasing risk to the overall public safety.

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".				
Principle Exec. Manager B	9512446	Performance evaluations; informal meetings; statistics on sentence calculation accuracy	Yearly; as needed; monthly	Offer and provide guidance and direction; identify training needs
Operations & Policy Analyst 1	Various	File audits	At intake and release of inmates	Provide direction in sentence calculation policy; reviews sentence calculation for accuracy with relative statutes, rules, policies and procedures
Lead Worker	Various	Desk audit	Yearly	Give direction for work procedures
Peers (PTA)	Various	File audits	As needed	Reviews sentence calculation for accuracy with relative statutes, rules, policies and procedures

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:

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