



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/1/14

Agency: Department of Corrections

Facility: Snake River Correctional Institution

New Revised

This position is:

- 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>07/01/1999</u>	d. Position No: <u>9702049</u>
e. Working Title: <u>Office Specialist 2 - IMU</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Correctional Rehabilitation</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Ontario - Malheur</u>	
j. Supervisor Name (optional): <u>Bill S. Doman, CRM</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.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. In support of this, the Correctional Rehabilitation section of Snake River Correctional Institution is responsible for the delivery and operation of inmate counseling services, inmate legal services, programming for the Intensive Management Unit (IMU), general libraries and law library operations, inmate admission and orientation, transition services, leisure time activities, inmate work assignments, inmate and staff mail processing and other programming development for the inmate population. Additionally, the Correctional Rehabilitation Section works in liaison with Department operated services, i.e., Behavioral Health Services, Mental Health Infirmary, Pathfinders, Religious Services, and Health Services. This position exists within the Correctional Rehabilitation Section of the Snake River Correctional Institution.

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 Department of Corrections Snake River Correctional Institution is a 583-acre site located in southeastern Oregon seven miles northwest of Ontario. The 1,025,000 square foot facility, valued at \$217,000,000, houses 3,000 inmates with approximately 950 staff and approximately 90 contractors and 350 volunteers managing and supporting the institution's operation. The institution maintains a safe and secure environment to carry out sanctions provided by statutes and as ordered by the courts to manage offender behavior consistent with the Department's mission. The majority of the 1,025,000 square footage of buildings are located within a 103-acre secure perimeter, which contains all but 154 of the 3,000 inmates housed at the institution. The 154 minimum-security inmates are housed in a fenced 30,000 square foot facility adjacent to the secure facility. Within the secure perimeter there are three housing complexes which contain approximately 800 general population inmates each. In addition to the three complexes there is the disciplinary segregation/intensive management unit, which has 432 beds, and a medical services unit that provides 16 infirmary beds and 22 special management unit beds.

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 purpose of this position is to provide support services, Intensive Management Unit programming.

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
2%	NC	E	Acquires knowledge of applicable State and Federal law, rules or guidelines and Department of Corrections Administrative Rules, Policies and Procedures, LEDS/NCIC Manual, OS2 Desk Manual and other written directives that are specific to assigned tasks, with the ability to apply them.
10%	N	E	<p>Completes reception, copying, faxing and other general office duties. Using a variety of office equipment, composes, types and sends a variety of correspondence, reports, informational flyers, memos or other information. Takes and publishes minutes of staff and committee meetings. Utilizes the AS400 computer system for input of data.</p> <p>Establishes and maintains a current and archived filing system for the IMU section.</p> <p>Receives and distributes all in-coming/out-going mail for the IMU Section. Receives and reviews mail for the IMU Counselor.</p> <p>Incumbent may be required to respond to in-coming correspondence on behalf of the IMU Counselor.</p>

5%	NC	E	Inspects work areas for safe and secure conditions as well as cleanliness and organization. Ensures work areas meet safety standards by correcting and/or reporting safety concerns. Maintains work areas in a professional, clean and organized manner.
5%	N	E	Cooperates with and provides primary back-up for the other OS2's similarly assigned to meet the goals of the individual sections. Provides back-up reception support for the Administrative Building on a rotating basis.
2%	NC	E	Maintains a Basic / Inquiry Level Certificate for use on the Law Enforcement Data System and completes and enters required background clearances for volunteers, contractors, job applicants, and/or visitors. Maintains a Notary Public Certificate to provide notary services for staff and inmates within established guidelines.
3%	N	E	Responsible for inmate clerks/janitors in the IMU Counseling area. Requires file review, interviewing, hiring, supervising, and discipline/dismissal as the need arises. Tracks and reports respective inmate time sheets daily. Also may require supervising inmate work crews on assignment to the IMU Counseling area. Is responsible for the charge and control of inmates in the immediate work area and for the prevention of escapes by proper control of keys. May occasionally be required to complete searches of inmates and the facility as directed by supervisors.
72%	R	E	Maintains IMU tracking and programming packets. Writes and distributes IMU promotion/demotion/restart/warning letters. This includes monitoring of the IPC (Inmate Program Committee) report and notification of staff regarding the level changes. Maintains IMU spreadsheet Level tracking. Takes and distributes IPC minutes. Maintains and distributes IMU appeal packets. Archives IMU files. Assigns and tracks dictionaries and other educational materials given to IMU inmates. Helps train new staff regarding the IMU program and keeps track of the training rosters. Enters information in the AS400 from the IPC meetings, when certificates are issued and when program packets are distributed. Tracks inmate releases from IMU to see if they are following their transition plan and length of time if they return to DSU/IMU. Updates and monitors the IMU Database Maintains file of current IMU inmates and their Behavior Action Plans. Maintains file of CD8a's of inmates that are scheduled for IMU placement. Compiles tracking files for new IMU arrivals including information concerning special needs, conflicts and Security Threat Group information. Assists IMU counselor in implementing new programs.

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.

Snake River Correctional Institution is tobacco free. Use of tobacco products is restricted to designated smoking areas outside the secure perimeter. Work is performed in a prison, housing maximum, close, medium and minimum security inmates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive increasing the risk to 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.

Duties may involve standing or sitting for long periods of time. Carrying and/or pulling heavy loads, bags, packages, and files to and from various work stations may be required.

All employees are required to use a computer for electronic mail and related inmate work systems in the regular performance of their duties. Operation of a computer is necessary in completing a majority of job assignments within this position.

Work schedule is driven by institution need in providing support services to respective sections, in accommodating requirements of Section 41, Article 1 of the Oregon State Constitution (previously known as Ballot Measure 17), and in accommodating scheduling requirements of Parole Board and Courts. Work schedules are assigned by management as per the Collective Bargaining Agreement.

This position functions under considerable pressure through changing deadlines, detailed tracking, and constant interruptions. The incumbent must be flexible in completing job duties at a variety of work stations, be flexible in providing coverage for other OS2s within this section who need assistance, and be flexible in working within the guidelines provided by more than one direct supervisor.

All employees shall be expected to interact with co-workers, inmates and the public in a professional, respectful manner. This includes refraining from any type of behavior, action or language that could be perceived as hostile, discriminatory, intimidating, violent or abusive.

Office Specialist 2s are hired to the classification and are subject to being moved to other Office Specialist 2 work assignments within the institution to meet the operational needs of the agency.

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.

Applicable State and Federal laws, rules or guidelines and Department of Corrections Administrative Rules, Policies and Procedures, Parole Board Rules, and other written directives that are specific to assigned tasks.

b. How are these guidelines used?

Provides limitations, directions, and operating instructions in providing appropriate support services as outlined in the job duties, job-related decision making section, and additional job-related information section.

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>			
Department of Corrections Personnel, Community Interest Groups, Volunteers, Inmates, Inmate Family and Friends, Court and/or Legal entities.	By telephone, in writing, and in person.	Assists in planning, developing, implementing, coordinating and providing public information within the scope of providing support for the Intensive Management Unit.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position interprets applicable policies and makes recommendations regarding operations to support these policies.

Judgment is required in analyzing situations and making decisions on selecting the most appropriate course of action within the established procedures.

Independently establishes priorities for work as well as in conjunction with the Transitional Services Manager and provides consistent accomplishment of those priorities.

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>				
Correctional Rehabilitation Manager (Principal Exec/Manager D)	9512011	Personal observation, written reports, personal interviews, and system audits.	Performance is reviewed on an ongoing basis and at least annually.	Performance is reviewed to determine general efficiencies and effective compliance with position description and work plan, to communicate areas of strengths and weaknesses and to set future goals and objectives.

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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

Must be able to work closely with either large groups of inmates or inmates on a one-to-one basis. Must have the ability to adapt to security situations and practices. Requires the willingness to work within the environment associated with the position's location. Must be able to work closely with public citizens while projecting a positive image of the Department of Corrections. Must be able to work under sometimes stressful circumstances with staff shortages and still maintain the goals of the sections.

Incumbent must possess sufficient skills to be trained for use of the LEDS/NCIC terminal, IBM AS400 computer, AFAMIS system, word processors, and database/spreadsheet software. Telephone communications, personal communications, and correspondence are expected to be conducted and/or presented in a professional and effective manner.

Must be willing to and possess sufficient skills to work with various pieces of technological equipment, including, but not limited to, video conferencing systems and TTY/TTD machine.

Nature of work requires initiative and performance without constant supervision. The incumbent is to maintain high standards of performance by setting an example of cooperation with the other OS2s similarly assigned to meet the goals of the sections.

The incumbent must become a Notary Public and become LEDS certified upon placement within this position.

It is essential that the employee maintain regular and consistent attendance in order to function in and manage this job.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A	N/A	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