STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
7/31/08

Agency: Oregon Department of Corrections

Facility: Interstate Compact

☐ 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:	Administrative Specialist 2	b.Classification No:	C0108
c. Effective Date:	04/01/88	d.Position No:	8703039
e. Working Title:	Compact Coordinator	f.Agency No:	29100
g. Section Title:	Interstate Compact	h.Budget Auth No:	000102270
i. Employee Name:		j.Repr. Code:	AAON
k. Work Location (City – County):	Salem-Marion		
l. Supervisor Name:	Mark Patterson		

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.

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. The Oregon Department of Corrections, Community Corrections Branch, also is an advocate and supporter of the Oregon Accountability Model. The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate/offender and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates/offenders from anti-social to pro-social citizens and our interactions with inmates/offenders 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/offenders 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 Community Corrections Division of the Department of Corrections provides funding for the management and supervision of over 30,000 felony offenders sentenced to probation, parole, or post-prison supervision, and offenders sentenced to 12 months or less of incarceration. Community Corrections Administration is responsible for managing the grants to the counties for community corrections activities, and the interstate transfer of offenders. The Division has the statutory responsibility to evaluate community corrections policies, to annually review the 36 counties' compliance with the intergovernmental agreement, and to offer technical assistance when needed to gain compliance.

The Community Corrections Division, in partnership with the county community corrections agencies, establishes and operates a statewide consultation and technical assistance service system and a statewide evaluation and information system to monitor the effectiveness of correctional services provided to criminal offenders. This partnership includes the development of community corrections standards, leadership, accountability, systems development, reports on system outcomes, and the effect of policy directions. The Division develops intergovernmental agreements with the counties to provide supervision, services and sanctions to felony offenders who have been sentenced by the courts to formal probation, and/or those on parole or post-prison supervision, after completion of a prison sentence, or sentenced/revoked for incarceration of twelve months or less to a local supervisory authority.

The Interstate Compact for Adult Offender Supervision (ICAOS) is a federally mandated program designed for the oversight of transferring of offenders' supervision between the fifty states and US Territories. This program provides the regulation of the interstate movement of offenders between states by effective tracking of supervision and rehabilitation. The Oregon Interstate Compact Office is responsible for the administration of the ICAOS rules and regulations on behalf of the State of Oregon.

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 primary purpose of this position is to manage all aspects of the transfer process of an assigned caseload of interstate compact offenders to ensure the seamless flow of supervision between states. In addition, this position provides staff support to and occasionally will act on behalf of the Deputy Compact Administrator.

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 DOC 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 DOC 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.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within it's institutions/administration buildings/facilities that it owns, operates, or contracts with. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contractor/intern. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/ contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

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".			
40%	NC	E	**CASELOAD MANAGEMENT** • Works independently to manage all compact activities related to the assigned caseload of approximately 1,000 compact offenders to ensure compliance with state and federal rules, policies, and laws. • Reviews and processes routine and non-routine document submissions for compact services. • Examines transfer applications to decide/determine program eligibility. Verifies authenticity of the information provided on the request to ensure requester has supplied complete and accurate information to assure program success. Approves application for content and assigns to appropriate agency for investigation. • Examines violation reports to ensure that claims being made

and information provided meet program standards such that, if found necessary, immediate action could be taken by the court or Parole Board. Investigates any ambiguous or vague information by directly contacting the supervising officer or reviewing the various electronic offender information systems or databases. Assesses appropriate action to be taken and gives directive to the supervising officer to resolve any issues. Submits complete and accurate report to the receiving agency and makes certain that a follow up response is received to minimize the potential of legal liability.

- Ensures the successful accomplishment of the program objectives by providing agencies and field officers with the tools and information needed to assist in the successful transfer, supervision and reintegration of offenders.
- Ensure documentation is submitted to interested parties within established deadlines so as to prevent adverse action being taken on a case to include but not limited to rejection of transfers, lawsuits, or official disputes being filed by other compact member states.

30% NC E **PROGRAM REPRESENTATION**

- Functions as an Interstate Compact subject matter expert by providing technical assistance to all interested parties.
- Acts as a liaison between the compact office and interested parties to interpret, explain and apply laws, rules, and regulations in determining and implementing an appropriate strategy or course of action for each case.
- Instructs individuals and groups on proper methods and procedures for compliance with program rules, laws, policies, and regulations.
- Helps to bring about resolution to situations and/or gain compliance through collaboration and negotiation with other state compact offices and/or local field staff.
- Provides ongoing training, information, advice and direction to agency staff, the public, state and local agencies to assist them in carrying out assigned activities, achieve compliance, resolve problems or determine an acceptable approach.
- Responds to inquiries regarding offender status from government and law enforcement agencies, offenders, inmates, courts, victims, family and the general public.
- Acts in a leadership or support role for various formal and informal committees throughout the state.

25% NC E **OFFENDER INFORMATION MANAGEMENT**

- Responsible for entry and maintenance of transaction data for the assigned caseload of approximately 1,000 compact offenders into the Corrections Information System (AS400) as well as the nationwide Interstate Compact Offender Tracking System.
- Ensures effective tracking of all compact cases by completing regular audits of electronic offender files which will ensure state and federally mandated timelines are met.

			• Maintains and archives electronic files of all compact transactions on a monthly basis.
5%	NC	E	**OTHER DUTIES AS ASSIGNED** • Other duties, assignments, and/or projects as assigned by the Deputy Compact Administrator or other senior management staff.

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.

Regular office environment with occasional travel by automobile; regular contact with inmates; some stress with deadlines for various work products. Work with state compact offices, Oregon county offices, Officers, and contact with offenders, offender's family or other interested parties in a variety of locations.

Will be expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility,personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

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.

Interstate Compact for Adult Offender Supervision Rules
ORS 423.500 - Community Corrections Act
Department of Corrections Rule on Community Corrections Act
Department of Corrections Rules and Procedures
Department of Corrections Policies
Oregon Administrative Rules and Revised Statutes
Sentencing Guidelines Statute and Rule
Structured Sanctions Statute and Rule
Corrections Information System
SB 267 – Evidence Based Practices
Board of Parole and Post-Prison Supervision Rule
Criminal Code Book of Oregon
Law Enforcement Data System Manual
Public Information Laws

b. How are these guidelines used?

The statutes, rules, and procedures provide general guidance, direction, limitation, and operating instructions. Statutory and administrative regulations must be complied with while establishing, administering and monitoring community corrections plans and other DOC contracts.

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".			
Compact Offices in other states and US Territories, County Community Corrections and field staff, ISSD, Community Corrections Branch Management and other DOC staff, Board of Parole and Post-Prison Supervision, crime victims, offenders, and offender's family members.	In person, public speaking, by telephone, email, or in writing.	To give consultative advice, exchange/gather/share information, present finding, facilitate meetings, and recommend policy changes.	On-going daily duties.

SECTION 7. POSITION RELATED DECISION MAKING

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

Comprehensive knowledge of the ICAOS program is used to process and analyze each individual form or request that is submitted to the compact office. Independent judgment and analysis is utilized daily to determine the appropriate action as related to content of the material submitted for non-routine situations. As the subject matter expert, it is imperative the information being distributed regarding an offender's status is timely, accurate and within compliance of program requirements and any applicable laws. In the successful accomplishment of the program objectives, the compact office can provide the necessary information to ensure that the offender is satisfying all of the requirements of community supervision. Failure to understand the scope of the information being provided could potentially lead to an offender's wrongful early release, lack of appropriate supervision, violation of an offenders' rights, compromise victim and community safety, or increase the liability for the department. Decisions made by this position are a direct reflection of the DCA and the administration of the Oregon Interstate Compact Unit within the Oregon Department of Corrections.

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".				
Principal	2080017	n Person, by phone and email	Ongoing/as	To ensure information

Executive Manager/B	needed	is being recorded and forwarded in a timely manner, to ensure correct actions are being taken and transfers of offenders are being processed according to rules, statutes and agreements. Performance Evaluation Annually

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:

This position works independently with minimal direction and requires the ability to use independent judgment in determining the confidentiality of requests and appropriate action when the situation is non-routine. The incumbent must possess strong verbal and written communication skills to effectively communicate detailed and intricate rules to others who may have little or no Interstate Compact experience. Critical thinking and analytical skills are also essential for the incumbent to possess when resolving daily situations many of which are non-routine. It requires an understanding of various training methods and strong organizational skills, with the ability to coordinate more than one project at a time. The incumbent must possess group skills and demonstrate the ability to work as a member of a team. The ability to assist in making organizational changes and motivate staff to be creative and flexible is desired.

This position requires the ability to use a micro-computer and word processing software; familiarity with other database and file manager software necessary. Ability to obtain & maintain LEDS general certification is required. Travel requires valid driver's license or acceptable alternative means of travel.

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 _____