

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.

- 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 assist program managers in the operation and ongoing direction of agency programs falling under the Community Corrections Division. The incumbent will provide administrative support and perform administrative research, analysis, and/or evaluation in support of programs.

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 its 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
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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".

60%	N	E	<p>PROGRAM SUPPORT</p> <ul style="list-style-type: none"> • Works closely with program managers within the Community Corrections Division to establish and maintain procedures and other controls necessary for the effective operation of various community corrections programs; • Coordinates community corrections programs or other projects/activities with local and State agencies to accomplish identified goals and objectives • Assists program managers in monitoring program activities for compliance with State laws and rules; tracks program data using Excel; • Conducts studies related to assigned program areas; evaluates information and prepares reports which includes a thorough analysis of program area, and recommendations on a course of action or solution to problem; implements recommendations approved by management; • Assists management in developing long and short-range operational or program goals; researches information and responds to inquiries from State legislators, public and private agencies, or the general public; analyzes and evaluates statistical data and other information on requests for agency
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services or other situations requiring agency action and interprets and applies laws, rules and regulations in determining and implementing or authorizing an appropriate course of action;

- Assesses needs and problems of assigned program area and prepares recommendations regarding training needs or changes to policies and procedures;

35%

N

E

COMMUNICATION

- Acts as liaison between agency and other State or local agencies or the public in communicating program goals and objectives;
- interprets rules and regulations and provides information, advice and direction to agency staff, the public or other State and local agencies to assist them in carrying out assigned activities, achieve compliance, resolve problems or determine an appropriate course of action;
- Represents the Department of Corrections to various state and local agencies and members of the public

5%

N

E

OTHER DUTIES AS ASSIGNED

- Other duties, assignments, and/or projects as assigned by the Community Corrections Administrator or Assistant Director.

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 offenders; some stress with deadlines for various work products. Work with ODOC central office, Oregon county offices, Parole/Probation Officers and other State agencies; Regular contact and communication 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?

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 programs. Incumbent will interpret laws, rules, policies and procedures and apply interpretations to specific situations as needed. They will also make independent judgments and decisions in the application and explanation of laws and rules or policies and procedures.

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>			
County Community Corrections and field staff, Community Corrections Division 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.	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 pertinent Community Corrections programs is used to assist program managers and other stakeholders in establishing and/or evaluating related procedures and processes. Independent judgment and analysis is utilized daily to determine and recommend appropriate action. Incumbent must utilize appropriate research methods to collect, analyze, interpret and report data in both a narrative and statistical format.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Principal Executive Manager H	In Person, by phone and email	Ongoing/as needed	Monitor work performance and ensure appropriate resources and support necessary for doing the job are provided.
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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:

This position works both independently and collaboratively, with limited direction. The incumbent must possess strong verbal and written communication skills, critical thinking and analytical skills, and organizational skills, with the ability to coordinate more than one project/program at a time. The incumbent must demonstrate the ability to work as a member of a team.

This position requires the ability to use a computer and word processing software; familiarity with other database and file manager software necessary. Ability to obtain & maintain LEADS 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
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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".

N/A		
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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