



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/19/15

Agency: Board of Parole & Post-Prison Supervision

Facility: Dome Building, Salem, OR

[X] New [] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist II
b. Classification No: C0108
c. Effective Date: 01/01/2016
d. Position No: 4170043
e. Working Title: Hearing Specialist
f. Agency No: 25500
g. Section Title: Board of Parole
h. Budget Auth No: 001260170
i. Employee Name: Vacant
j. Repr. Code: AP
k. Work Location (City - County): Salem, Marion
l. Supervisor Name: Shawna Harnden
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [X] 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 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. The Board's decisions are based on applicable laws, victims' interests, public safety and the recognized principles of offender behavioral change.

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:

Coordinate and schedule all Board hearings, offender evaluations and sex offender notification level hearings; coordinate language interpreter and Board-appointed attorney contracts; complete required paperwork relevant to Board hearings; and provide assistance and back-up to staff as requested and complete tasks as assigned by administration.

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
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
90%	N	E	<p><u>Hearings Administration:</u></p> <p>Track due dates for inmate hearings in order to strategize, analyze, prepare and coordinate all necessary details to facilitate the hearing. Includes:</p> <p>Coordinates and schedules all Board hearings and sex offender notification level hearings, and ensures all parties are notified of hearing dates, times and locations, including inmates, attorneys, district attorneys, and other stakeholders.</p> <p>Coordinates inmate transport with Department of Corrections (DOC). Ensures all parties are aware of Board and DOC rules pertaining to hearing attendance. Monitor and reset release dates when there is a change made by DOC to “good time date” which affects hearings process.</p> <p>Interprets OAR’s, statutes, federal law, P&PPS Board policies and procedures and applies information to facilitate successful hearings planning and preparation to all participants. Works closely with Board’s victim specialist to include those stakeholders in appropriate manner.</p> <p>Uses knowledge of OAR’s, statutes, federal law, Board policies and procedures, coordinates, schedules and tracks offender psychological evaluations; researches and establishes qualified providers for evaluations that must be conducted for inmates who are in custody out of the service area for contracted providers. Monitors qualified providers for service compliance. Determine which attorney to appoint for a hearing based on several variables.</p> <p>Review documents to ensure that the proper level of confidentiality is applied when submitted to the Board and/or to offenders’ files. May redact information where experience and knowledge of the laws and rules make this necessary</p> <p>Provides manager with internal hearings data to support changes to hearings process and policy. Helps manager understand information from other states, communities, and county’s hearings process to possibly drive changes to own process or policies.</p> <p>Plans, prepares and presents training and/or informational sessions for agency staff, agency clients, or the public to educate on agency services or to explain new laws, processes or procedures; coordinates the efficient flow of documents (e.g. agency policies and</p>

		<p>procedures) and/or requests requiring action; writes instructional manuals describing procedures and requirements for use by agency staff, community corrections, agency clients and/or the public.</p>
		<p>Explains laws, rules and procedures for obtaining agency services; receives and reviews documents submitted to request agency services.</p> <p>Interprets and applies laws rules and regulations in determining and implementing appropriate actions in resolving problems. Determine and process automatic revocation Board actions. Issue corrected Board actions as deemed necessary.</p> <p>Monitors the hearings processes for compliance, effectiveness and user needs and recommends process and policy changes to management and implements changes approved by management and assists administration in developing long and short range operational or program goals associated with the hearings process.</p> <p>Maintains Board-appointed attorney and various interpreter/translator contracts and establishes offender eligibility for such services. Analyzes and determines best match and makes assignments.</p> <p>Creates hearing information packets for the Board, inmate, attorneys and district attorneys, and ensures distribution follows the timelines established in Board rules and policy.</p> <p>Records hearings and maintains storage for transcription and later review.</p> <p>Collects data and prepares reports outlining the impacts of legislation or changes in procedures on agency program; compiles statistical information related to program measuring success rate and/or performance utilized in Key Performance Measures.</p> <p>Attends all hearings and captures Board decisions and data from hearings including list of attendees for Board record.</p> <p>Creates necessary documents using experience and judgement required for Board and inmate records. Prepares Board Action Forms (BAF) following Board decisions and distributes as required. Maintains information in database. Issue corrected Board action forms as needed.</p> <p>Orders post-sentence reports for Aggravated Murder, Murder and dangerous offender convictions as needed. Reviews for accuracy and relevance before distribution. Depending on distribution, may redact information.</p> <p>Communicates in person, by telephone and in writing with agency staff, other State and local government agencies, private agencies and/or the general public to provide or request information, respond to questions and complaints, and interpret ORS, OAR, and agency policies and procedures as they relate to specific programs or</p>

			<p>operations.</p> <p>Requires LEADS certification.</p> <p>Works with a high degree of independence.</p> <p>Other duties as assigned</p>
10%	N	E	Provides back-up to various desks, including Warrants, Revocations and Orders of Supervision; other positions as requested.
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, victims, the general public, as well as agency partners and stakeholders
- Occasionally requires working beyond scheduled work week, which could include evenings and/or weekends.
- Occasionally requires travel within the state; sometimes overnight.
- Work is performed in an office setting with prolonged sitting at a computer terminal or prolonged standing in data processing or file storage locations.
- Position requires frequent telephone conversations, researching manuals, statutes and administrative rules, as well as writing non-legal documents.
- Team environment requiring cooperation and coordination with the Board members and staff to meet needs of agency.
- Requires strict attention to detail and meeting deadlines
- Requires occasionally working in a DOC institutional setting for Board hearings, which results in direct contact with inmates.

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
- LEADS/NCIC Manual and Code
- Desk manual
- Interstate Commission for Adult Offender Supervision Rules
- DOC Policies and Procedures
- Federal law

b. How are these guidelines used?

Interpretation and application of these guidelines are necessary to properly perform duties as described above, as well as ensuring compliance with applicable regulations and standards.

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>			
Community Corrections staff	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Institution/DOC staff/OISC	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Attorneys / Courts	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Department of Justice staff	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed
Oregon and other state prisons & institutional facilities	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Weekly
General public	Phone / Mail / Email / TTY / Fax / In-person	Information sharing	Daily
Inmate / Offenders	Phone / Mail / Email / Fax / In-person	Information sharing	Daily
Other state agencies	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed
Federal agencies	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed
Oregon and other state law enforcement agencies	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	Daily
Victims, families, victims' representatives or advocates	Phone / Mail / Email / TTY / Fax / In-person	Information / operational	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Interprets and relays ORS, OAR and Board policies and procedures to staff, attorneys, psychological evaluators, inmates/offenders, stakeholders and the public; responds to concerns and requests relevant to program; makes decisions based on applicable rules, laws and policy regarding the release of offender information; creates appropriate documents based on Board decisions. A high level of understanding of Board rules, policies and procedures, as well as accuracy in interpreting and applying them, assists in reducing the risk of litigation by inmates/offenders and the public.

Doing the job accurately results in hearings not being postponed, which costs the state extra money; uses Board members time efficiently by reviewing reports and informing the Board that another action may be appropriate; and provides the Board with all necessary documents so hearings aren't delayed. If changes made by DOC to an inmate's incarceration credits aren't discovered and updated in the hearings database it could cause an inmate to be discharged with no parole.

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".

Executive Assistant	4000010	Performance is reviewed on an on-going basis through day-to-day supervision, regular meetings, and automated communication	Daily, as needed.	Determine general efficiencies and effective compliance with position description and general Board operations. Communicate areas of strength, as well as those needing improvement; set future goals.
Executive Director	4000007	Performance is reviewed through meetings and annual evaluations.	Annually, or as needed.	Determine general efficiencies and effective compliance with position description, as well as general Board operations. Communicate areas of strength, as well as those needing improvement; set future goals.

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 checked="" 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:

Substantial experience with creating and maintaining multiple schedules for management preferred; experience in obtaining and maintaining service contracts preferred; ability to work independently and adhere to strict deadlines required; LEADS certification preferred.

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 cursor 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
	10/30/15 Date
_____ Appointing Authority Signature	

_____ Supervisor Signature	_____ Date
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