



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

11/18/2015

Agency: Oregon Department of Corrections

Facility: EOCI

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>11/18/2015</u>	d. Position No:	<u>8900341</u>
e. Working Title:	<u>Office Specialist 2</u>	f. Agency No:	<u>29100</u>
g. Section Title:	<u>Correctional Rehabilitation</u>	h. Budget Auth No:	
i. Employee Name:		j. Repr. Code:	<u>AAON</u>
k. Work Location (City – County):	<u>Pendleton - Umatilla</u>		
l. Supervisor Name (Optional):	<u>Gregory L. Clark</u>		
m. 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		
n. FLSA:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
		o. 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.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult male felons meeting medium-security classification requirements. Yet routinely manages close custody and minimum security classified inmates. The 58-acre institution property is highly visible to the public inasmuch as it is located between the two major access routes to Pendleton and within the city limits. EOCI operates with a biennial budget of approximately \$49 million, with a full time staff of 426. The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with a five thousand foot, electronic perimeter security system. The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are available in the form of: education, leisure-time activities, meaningful work assignments, and participation in special needs programs.

The basis of the work in the DOC is a strong belief regarding the importance of staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. The goal is to move inmates from anti-social to pro-social citizens. It is recognized that staff interactions with inmates on a daily basis are the most powerful tool to reinforce pro-social behavior. The nature of staff relationships and communications with inmates are the core to

success. Since relationships and respect are built through repeated experiences and communications about those experiences, what staff 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 this behavior through their day-to-day interactions with others.

This position exists within the Correctional Rehabilitation section of Eastern Oregon Correctional Institution (EOCI), the third largest medium-security facility in the state of Oregon.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with the 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 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 OAM.

- a. 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:

This position provides a wide variety of secretarial, technical and minor administrative related tasks in support of the institution and the Correctional Rehabilitation section. In addition to a general knowledge of institution operations, this position requires specific knowledge of the operation of the Correctional Rehabilitation and Minority Affairs/Grievance sections.

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
60%		E	<p><u>Performs Secretarial and Administrative Duties for Various Program Areas</u> Types a variety of correspondence, reports, memos, Grievance Responses, monthly reports, Special Visiting Authorizations and Department of Corrections Inmate Supplemental Reports</p> <p>Screens calls and makes referrals as appropriate, answers questions requiring research or technical knowledge.</p> <p>Responds to inmate correspondence not requiring supervisory review or resolution.</p> <p>Records and tracks records of response requests dispersed by the Superintendent's Office and the Minority Affairs Officer</p> <p>Takes meeting minutes for the Correctional Rehabilitation section.</p> <p>Organize and schedule through Outlook, meetings and prepare meeting minutes for Special Housing Unit Transition Team (SHUTT).</p> <p>Monitors expenditures and compiles monthly status reports for Correctional Rehabilitation</p> <p>Develops and revises office procedures</p> <p>Prepare Performance Management Evaluations, Employee Performance Appraisals, and Position Descriptions for the Correctional Rehabilitation</p>

Section.

Responsible for coordinating and monitoring Leave Requests and finalizing monthly Time Sheets for all Mailroom, Counseling, and Library personnel (13 staff); provide monthly leave accrual reports to the Assistant Superintendent when employee's leave usage needs reviewed or addressed. Assess, review, return and/or allocate to Inmate Services Unit (ISU) related documentation. i.e.: Visitor Application; Birth Certificate Application; Social Security Application; Visitor to do List; Home for Good Application; and/or general inmate correspondence related to ISU directives.

Process all incoming and outgoing mail for the Correctional Rehabilitation Manager.

Gather & research information from a variety of sources relative to matters under consideration by the Correctional Rehabilitation Manager

5%

Performs LEDS Processing and Technical Duties

Exercises judgment while performing LEDS checks for the background investigator and counselors using LEDS and OJIN.

Selects the proper course of action based on laws, DOC and LEDS Administrative Rules, DOC Policies and EOCI Procedures within the Correctional Rehabilitation Section and the institution.

Reviews Request for Visitation for compliance with established criteria.

Reviews work generated in Correctional Rehabilitation for proper completion and accuracy against manual and computer-generated reports and makes corrections.

10%

Maintains Contact with Institution Correctional Rehabilitation, SIU and Security Staff, Inmates and Inmate Families, State and Federal Agencies

Receives and responds to requests from the Department of Justice Attorneys and Paralegal personnel using judgment regarding the retrieval, copying, faxing and distribution of necessary inmate documents, memos, grievance responses and grievance appeal responses.

Uses judgment on best location and type of restrictions required when scheduling appointments with attorneys, investigators, psychologists and inmates for interviews, testing and attorney visits.

Provides facility visitors (attorneys, investigators and psychologists), LEDS Administrators, Department of Justice Staff and Attorneys, institution employees and Department of Corrections employees, the general public and inmates with specific information when responding to inquiries and complaints.

Collects information on Correctional Rehabilitation activities and compiles monthly and special reports for the supervisor if needed.

15%

Works Independently

Provides coverage for the Executive Support Specialist 1 – Correctional Rehabilitation Services. Provides clerical support duties in the Superintendent's Office, General Services ESS1 (Mail Outs), Reception Desk and Support Services (NA/AA Call Outs), and Law Library during their absences in other areas as assigned

Contact person for all copy equipment and printers, arranging service calls when needed and order supplies for all Correctional Rehabilitation Sections

Back up contact person for Oregon Board of Parole hearings, set up, attend, and monitor parole hearings

Provides coverage for Library Coordinator during scheduled leave.

Provides notary services for inmates daily.

Troubleshoot D-2 courtroom video equipment

10%

Family Events, Luncheons, visiting room activities

Orders supplies for Correctional Counselors, Correctional Rehabilitation Manager, Visiting Room and other areas as needed

Assists Executive Support Specialist with Family Events, Luncheons and Visiting room activities as needed

Other duties as assigned

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.

Operating computer equipment and being exposed to a video screen for extended periods of time. Sitting for extended periods of time is also required. Contact and supervision of the inmate population is necessary on a daily basis. Required to work weekends and/or holidays as necessary.

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.

Knowledgeable in all Department of Corrections and Eastern Oregon Correctional Institution rules and procedures. Experience with proper format and procedures when typing letters for the Governor's signature, and signatures of the DOC Director and/or Assistant Director, and the Superintendent, and other administrative personnel at the Institution.

- b. How are these guidelines used?

Serves as reference resource and provide necessary knowledge as required to accomplish assigned work within the institution in an efficient/accurate manner

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>			
Administration/Program Managers	Person/phone	Review/clarification	Daily
Counselor/Security Users of Support Services	Person/phone	Work Assignments	Daily
Public	Person/phone	Work Assignments	Occasionally
Inmates/Law Library	Person/mail	Monitor/parole hearings/supervise	Occasionally
Attorneys, Psychologists, Investigators	Person/phone/mail	Arranges meetings	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Prioritizes work assignments; independently makes editing, punctuation and grammar decisions; provides on-the-job training to others in the use of word processing equipment and functions, dictation equipment, printers, computer programs and formats, along with proper office procedures, and the rules and procedures of the Department of Corrections, Eastern Oregon Correctional Institution and LEDS Administrative Rules

Uses judgment in scheduling professional visits with inmates, taking into account the inmate's and the visitor's status
 Uses judgment when working in the Inmate Legal Library regarding the application of DOC Rules and Policies as they apply to inmates.

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	6000658	Reviews work for accuracy and timeliness, annual	Daily	

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 checked="" 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

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>		
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		