

services, inmate transportation, security threat management (gang) management, emergency preparedness and most inmate work activities.

The Transport Manager of the Transport Unit reports directly to the Westside Institutions Administrator, Operations Branch. The Transport Unit coordinates with other divisions and units to meet the mission and goals of the Department of Corrections.

The Transport Unit provides safe and secure transportation of offenders; between institutions, to jails, courts, medical appointments, and conducts out-of-state prison extraditions. This position plays an integral and vital role within the Transport Unit, is part of the transport structure and manages the operational concerns of mass transfers and high security inmate movement consistent with the prison and public safety.

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:

This position is solely responsible for coordinating and overseeing the timely, safe, and most cost-effective methods for transporting Oregon Department of Corrections (ODOC) offenders nationwide.

This position also provides confidential administrative support to the Transport Manager, the Transport Headquarters Unit located in Salem. There are also three satellite offices located in Umatilla, Ontario, and Madras, to which this position also provides support.

Implement and manage the Institution Staff Deployment System (ISDS) database for the statewide Transport Unit. Centrally administer the scheduling of all Transport staff to provide balanced rosters, assuring an ongoing balance between budget and security considerations. Coordinate staff payroll, process leave requests, assist in organizing bid process, coordinate scheduling for annual leaves, annual training and provide technical consultation to executive staff, management staff and line staff regarding essential duties.

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 ODOC 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 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 owned, operated, or contracted. 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 workers. 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
50%	NC	E	<p>The mission of this position is to ensure the Transport Unit is running efficiently, orderly and safely for the public, to disseminate information to a myriad of agencies and staff, to act as an emissary with all unit managers and staff and/or others to carry out plans assigned to the Transport Unit. This position acts as liaison between the Transport Unit and other agencies within the State of Oregon and County, and State and Federal agencies throughout the United States when State-to-State inmate travel is required.</p> <p>OUT OF STATE AND IN-STATE ADMINISTRATIVE SUPPORT Notify Transport OICs of deployment of staff on an out-of state transport. Adjust staff scheduled start time on daily roster to accurately document start times. Indicate overtime incurred on out-of-state transport as such in ISDS Program. Maintain reconciled out-of-state trip documents for Oregon Extradition's Officer at the Governor's office for discrepancies, as well as to</p>

calculate information requested for the Legislature each biennium. Implement and manage the Institution Staff Deployment System (ISDS) database for the Central Transport Office and 3 satellite offices. Centrally administer the scheduling of Transport staff to provide balanced rosters, assuring an ongoing balance between budget and security considerations for out of state and in-state transport. Must maintain certification on WEBLEDS (Law Enforcement Data System).

- **Roster Development**
 - Develops, validates and interprets rosters for all four offices within the Transport Unit using the ISDS Scheduling system, ensuring appropriate staffing levels and budgetary compliance.
 - Continually develops, maintains and adjusts staffing analysis, staffing designs and staffing patterns to meet the changing needs of the work force.
 - Schedule deployment of staff on out-of-state transports and reflect changes on roster
- **Shift/Vacation Bidding Process**
 - Interprets laws, rules, policies, procedures and the AFSCME Collective Bargaining Agreement to prepare and post work schedules within required time frames.
 - Coordinates, monitors and audits the schedule for bids.
 - Posts notice of bids and explains the process to staff to ensure clear understanding of the process. Provides timely and efficient follow-up and processing of bid materials throughout the bid period.
 - Posts results at the conclusion of the bid and assures that all bid processes are conducted within the guidelines of the labor agreement.
 - Maintains historical data compiled from validated schedules and data entry into the ISDS system.
- **Leave Requests**
 - Processes all scheduled and unscheduled staff leave requests, as well as time trade requests, through ISDS.
 - Monitors all aspects of time and attendance information through ISDS, including overtime, compensation time, absenteeism, vacation leave, time trades, planned/unplanned leave, long term leave, protected leave and military leave. Reports appropriate information to Transport Manager regarding level of accrual maintained by each employee and particular

patterns of leave usage.

- Appropriately identifies situations of staff meeting qualifications for FMLA/OFLA protected leave and communicates that information with FMLA/OFLA coordinators.
- **Timesheets**
 - Maintains employee timesheets for staff payroll, including completing time sheets within the deadlines specified by the DOC Payroll division.
 - Reconciles discrepancies and problems with staff payroll.
 - Maintains comprehensive knowledge of timekeeping rules in order to interpret and apply regulations, guidelines and contracts as they apply to AFSCME-represented employees.
 - Monitor all aspects of time and attendance information including overtime, compensation time, absenteeism, vacation leave, time-trades, planned and un-planned leave, furlough leave, long term and short term leave, protected leave, and military leave.
 - Document daily hours in the ISDS system daily, assuring data codes are correct and label overtime for reports needed for the CORE specialist and legislature.
 - Develops weekly and monthly overtime reports, along with absenteeism reports, system audits and reconciliations to maximize effective staff deployment and minimize overtime.

25%

NC

E

OUT OF STATE PROGRAM MANAGEMENT & ADMINISTRATION

Primary coordinator for out-of-state offender transports.

Coordinate, schedule, and make arrangements for Out-of-State transports of offenders while following and complying with all FAA regulations and laws. Research and determine per diem for staff and inmate needs during the transport and submit documentation to the Oregon Extradition Officer at the Governor's office for audit.

- **Extradition of Offenders / US Marshal Returns / DOC Offender Returns / Corrections Interstate Compact Inmate Returns**
 - Receives information from the DOC State Extradition Officer to coordinate the transfer of offenders between Oregon and other state/county facilities.
 - Reviews Waivers of Extradition, copies of Warrants and/or Orders of Extradition for accuracy and validity prior to transfer of inmate/offender.
 - Acts as liaison between DOC and other

state/county agencies to coordinate timely inmate transfers. The timeliness of the contact and coordination of required paperwork is a critical component to avoid unintentional release of offenders by the other state/county agencies.

- For US Marshal Returns, responsible for preparing an estimate for DOC to conduct the inmate transport. Coordinates with travel agency to ensure the arrangements made are the most cost-effective, while maintaining the safety and security of the public, staff and the offender. If the US Marshal service is used to transport the inmate, a Cooperative Prisoner Transport Agreement is prepared and transport arrangements are coordinated with the US Marshal, the Multnomah County Jail, and both OISC and CCCF. Upon inmate's return to DOC custody, an Arrest and Return Out-of-State Travel Authorization form is prepared and provided to the Governor's Office, which authorizes payment from the Governor's Office to the US Marshals for reimbursement of travel expenses related to the inmate's return. For DOC offender returns, contacts the County, State or Federal facility that is holding the offender to arrange transfer of custody and discuss any special needs of the offender. Coordinates any medications with medical departments prior to the transport, according to HIPPA guidelines.
 - Reviews Transport work schedules to ensure that the needs of the Transport Offices are maintained when scheduling the transport of the Inmate while also meeting the other agency's deadline for transport.
 - Makes travel arrangements in compliance with the DAS Travel policy, to include airline tickets, hotel and rental car reservations. This position requires knowledge of FAA Regulations to include, but not limited to, being familiar with which airlines allow armed officers and offenders on their aircraft.
 - Calculates and determines per diem for staff, inmate needs, and emergency amount during the transport and requests per diem for all expenses from Accounting.
 - Notifies all agencies involved of expected arrival times, names of the officers and expectations, i.e. confidentiality, appropriate inmate clothing and approved inmate property.
 - Notifies the TSA via WEBLEDS messages authorizing our Officers to fly armed, and assures each staff member is assigned an INLETS number for each day of air travel that is verified by the TSA and local law enforcement at the airport.

- Prepares documents for the Transport Officer in Charge, to include flight arrangements, TSA notification, maps, offender information and concerns and hotel/rental car reservation. Transport OIC is then issued the travel per diem funds and is briefed on the upcoming transport, to include any security, medical, physical or behavioral needs or concerns.
 - When issues arise during the trip, Transport Officers contact the person in this position to obtain authorization to change hotels, flights or rental car accommodations due to delayed or cancelled flights. Advanced communication skills are needed to ensure successful outcomes for all parties when challenges are presented.
- For Corrections Interstate Compact Inmate Returns, receives notification from the Interstate Corrections Compact Coordinator of the need to transport an inmate either to or from Oregon to another state.
 - Determines the most cost-effective method to transport the inmate, while also meeting the deadlines and mission set forth by the Department of Corrections.
 - Contacts sending/receiving facilities to assist with determining transport date and to obtain any special needs information for the inmate. Maintains confidentiality of the transport.
- For all three types of inmate returns listed above, the person in this position is responsible for receiving all documents/receipts after completion of each trip. The cost of the trip is then reconciled using a Travel Expense Detail sheet, along with a DAS Arrest and Return Out-of-State Travel Authorization form. If monies are owed by the employee, a check or money order is requested from the employee and forwarded to DOC Accounting. Copies of all necessary documentation are prepared and distributed to DOC Accounting and the Oregon Extraditions Officer for reimbursement.
- Files for each trip are retained in accordance with the retention guidelines.

10%

NC

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BUDGET / PURCHASING / ACCOUNTING

- Prepares monthly budgetary reports for the Transport Manager.
- Uses research and evaluation techniques to collect, analyze, interpret and report data.
- Reviews, authorizes and processes payment of bills received from vendors, counties and travel.
- Authorizes purchases during emergencies when the Transport Manager is unavailable.

5%

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- Authorizes SPOTS card purchases and reconciles monthly statements.
- Locates new or more cost-effective service and equipment providers.
- Approves Cash Advance requests, Travel Authorization forms and Reimbursements.
- Responsible for purchase of office supplies and maintenance of copy machines in all four Transport offices.
- Responsible for purchase of staff uniforms and duty gear.
- Maintains efficient control of correspondence, budget and report files.
- Maintains contact with the budget department to ensure compliance.
- Prepares annual User Fuel Tax Report.

EXECUTIVE SUPPORT

- Provides confidential and administrative support for the Transport Manager.
- Records and transcribes minutes of meetings. Serves as an assistant on selected issues being addressed by the Transport Manager.
- Compiles and maintains all confidential working files of Transport Unit employees.
- Prepares correspondence and reports of confidential or sensitive personnel matters. Provides reports to the Transport Manager to support the budgetary goals and objectives of the Department.
- **Staff Training**
 - Coordinates scheduled/unscheduled staff training for security staff, making appropriate adjustments in schedule to cover Transport operations, while minimizing additional operational costs.
 - Maintains computerized records of staff training through ISDS.
- Performs duties as a WEBLEDS Representative ensuring compliance with the Oregon Administrative Rules, WEBLEDS Operating Manual and the WEBLEDS Representative Manual. Submits annual inquiries of Transport personnel and reviews inquiry results in accordance with DOC and WEBLEDS guidelines. Provides training for the certification and re-certification process.
- Researches and drafts standard operating procedures for the Transport Manager's review and signature.
- Prepares a variety of confidential documents for the Transport Manager's signature.
- Responds to telephone inquiries regarding Transport services.

- Opens, reviews and distributes confidential incoming mail and processes outgoing mail.
- Participates in workgroups at the direction of the Transport Manager.
- Assists Transport Manager with preparation of the hiring of employees, to include scheduling interviews, preparing interview packets, reviewing and formatting interview questions, sending notifications and recording progress utilizing NEOGOV and scoring interviews.
- Arranges travel itinerary and accommodations for DOC training and prepares and submits travel and expense claims.

5%

NC

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ADMINISTRATIVE AND STAFF SUPPORT

- Provides administrative support for the Correctional Lieutenants overseeing the four Transport offices located in Salem, Madras, Ontario and Umatilla.
- Researches and gathers information to assist Manager with programs.
- Assigned special assignments/projects by Transport Manager
- Provides data for CORE compliance
- Reviews and edits performance appraisals for accurate formatting.
- Uploads reports into the Offender Management System.
- Assists staff located statewide with Payroll, Human Resources, medical insurance, FMLA/OFLA, DAS and training.
- Assists staff with Unusual Incident Reports, memos and acts as a liaison between DOC and other agencies regarding any vehicle accidents, to include notifications and documentation.
- Assists staff with DPSST certifications. Assists staff with retirement process.
- Requests Commercial Driver's License Physical insurance vouchers from Payroll and distributes voucher to employee with instructions.

5%

NC

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OTHER DUTIES

- Generates and maintains records for employees with Commercial Driver's Licenses in compliance with DOC Policy, Federal Motor Carrier Safety Administration and the Oregon Department of Transportation Adoption of Federal Safety Regulations.
- Acts as ID Card Coordinator for the Transport Unit.
- Acts as liaison between DOC and the Oregon State Police to obtain Limited State Police Officer ID cards for Transport Unit staff.
- May provide back-up for the ISDS Central Coordinator by answering questions regarding ISDS functional issues and the liaison between the ISDS IT Developer when the

ISDS Central Coordinator is unavailable.

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.

Work is generally performed in an office environment with minimal travel required. Daily work can be of a highly sensitive and/or confidential nature; diplomacy and tact must be exercised at all times. Operates computer equipment and is exposed to video screen for extended periods of time. May encounter emotionally-charged individuals. Requires working with projects and having the ability to prioritize, handle demanding issues and work within conflicting and/or short time frames. This position requires exposure to inmates. This position requires taking and making phone calls occasionally during non-working hours.

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 powerful opportunity to effect positive change, and that the future of 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.

Article IV, Section 2, Clause 2, United States Constitution
18 U.S.C.A. §§ 3181-3195, Federal Extraditions Act of 1973
ORS 133.743-133.857 Uniform Criminal Extraditions Act
ORS 135.775 Interstate Agreement on Detainers
National Association of Extraditions Officials Manual
Oregon LEDS and NCIC Rules
Oregon Department of Correctional Policies, Procedures and Rules
Oregon Corrections Information Systems Policy
Transportation Security Administration Code of Federal Regulations
Medical Confidentiality Laws / HIPPA
Department of Administrative Services Policies on Travel
State of Oregon contracts with specified airline carriers
Fuel User Tax Report ORS 319.520
Oregon Revised Statutes
AFAMIS Manual
ISDS Manual
Labor Agreement
File Retention Guidelines

b. How are these guidelines used?

These guidelines are used to ensure the mission of the department is met while facilitating the safe, secure and most cost-effective transport of inmates/offenders. To ensure staff and department needs are met at all times while following the guidelines set forth.

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>			
Accounting, Budget, Payroll	In person / Telephone / Email / Mail	To provide and/or gather information, documents.	As needed
Medical Offices and Departments	Telephone / Fax / Email	To gather information.	As needed
OPM	In person / Telephone / Email	To gather information.	As needed
State Facilities County Facilities Federal Facilities	In person / Mail / Fax / Telephone / Email	To provide and/or gather information, documents, or advise; make recommendations; and to appoint others to act as agents of the Department of Corrections. Respond and coordinate changes due to emergencies during the transport, and if offender needs to be housed at an unplanned location, arrange for appropriate housing according to Oregon laws, rules, and statutes.	As needed
Public	Telephone	To provide good customer service and direct to the appropriate recipient.	As needed
Federal Agencies US Marshals, FAA, TSA	Telephone / Email / LEADS teletypes	To obtain approval of and provide transport arrangements of DOC inmates.	As needed
DOC Travel Agent	Telephone	To arrange for out of state travel	As needed
DOC State Extradition's Officer	In person / Fax / Email / Telephone	Receive information to coordinate the transfer of offenders between Oregon and other state/county facilities.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position has the discretion and responsibility to: (1) appoint and authorize law enforcement agencies to serve as agents of the Department of Corrections for the transport of offenders, (2) makes immediate, concise decision should any emergency occur during said transports which could result in the release of an offender or to ensure the safe return or delivery of the offender/inmate, and (3) approves emergency purchases and expenses of the Transport unit.

Arrange safe and secure housing for offender at an unplanned location due to emergencies that occur during an out-of-state transport according to Oregon laws, rules, and statutes. Contact and make changes to airline travel when an emergency during the transport prevents staff to travel on the original planned flights. Arrange car rental, and housing for staff and offender if and emergency or offender refusal to fly prevents the transport to be completed by the original planned airline travel.

Establishes work priorities and monitors deadlines. Ensures decisions are consistent with Transport goals and program purpose and are cost effective, while ensuring adequate staffing levels are maintained. Poor decisions could affect the security of staff, inmates and the public.

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".

Transport Manager	8900320	In person, by phone and by email	Ongoing/as needed Yearly	To ensure work is being completed in a timely and cost-effective manner in keeping with all procedures. Performance Evaluation Same as above
Transport Lieutenants	0100456 9702489 9100823	Same as above	Ongoing/as needed	Same as above
ODOC Accounting		Reviews work through documents	Ongoing/as needed	To assure compliance with DAS Policies and Procedures
Oregon Extraditions Officer at the Governor's Office		Audits out-of-state invoices for compliance	Ongoing/as needed	To assure compliance with Policies and Procedures
DOC ISDS Central Coordinator		Audits work through observation and ISDS	Ongoing/as needed	

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? _____

How many employees are supervised through a subordinate supervisor? _____

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 independently with minimal guidance and direction to meet the needs and/or requirements of the Transport Manager. This position requires a pattern of dependability, by reporting to duty regularly and on time. Balancing the workload and multitasking is essential to the success of the unit. The incumbent must possess group skills and demonstrate the ability to work as a member of a team, as well as the creativity and flexibility to work alone. This individual must also be able to exhibit a proactive approach and leadership in problem solving and negotiation between various parties through accurate interpretation and application of laws, policies and rules. This position requires the ability to maintain confidentiality in many areas of the position. The incumbent must possess strong verbal and written communication skills to effectively communicate detailed and intricate information. Critical thinking and analytical skills are also essential for the incumbent to possess when resolving daily situations, many of which are non-routine. Must possess excellent communication skills with the ability to build relationships and provide customer service. Incumbent must be proficient in the use of Microsoft Word, Excel and Outlook, WEBLEDs, AFAMIS and ISDS.

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>		
Operations / Transport Unit	Approximately \$200,000.00	920

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
	1-26-15		
Appointing Authority Signature	Date		