



services to every department, facility and program; it supports affirmative action and equal employment; monitors and evaluates compliance with civil rights laws, state and federal laws and regulations, labor agreements, and the Department of Corrections rules and procedures governing the provision of services to employees, inmates, and the public; primary contact for worker's compensation claims, coordinates early return to work programs, controlling costs and creating a healthy work environment for staff.

**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 managers the Human Resources program and provides the full range of HR services for assigned functional unit(s). It also provides consultation and guidance to equip department line managers with tools, processes, and innovative people practices to help them achieve their business plan and goals.

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### **SECTION 3. DESCRIPTION OF DUTIES**

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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 to promote 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 on 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.

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.

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**Managers and supervisors are expected to provide leadership that contributes to the establishment of a**

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working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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
35%	NC	E	Provides technical assistance and advice on disciplinary actions including analyzing agency practices; assists managers in investigating and resolving grievances; effectively recommends resolutions to grievances, torts and other HR related issues to functional unit managers, Labor Relations unit and/or Attorney General's (AG) office. Acts as the agency represent at arbitrations and/or ERB hearings with Labor Relations Unit and AG's office. May participate in collective bargaining, drafting proposals and effectively recommending labor relations strategies.	
15%	NC	E	Provides information and applies labor agreements; DAS Chief Human Resources Office (CHRO) laws, rules and policies; Department of Corrections Rules and Procedures related to personnel; FMLA, FLSA, PERS and other regulations pertaining to personnel functions. Acts as liaison with external professional and administrative resources to resolve personnel issues, such as DAS CHRO, DOJ, Budget and Management, Attorney General's Office, Bureau of Labor, SAIF and other external regulatory agencies.	
10%	NC	E	Workers' Compensation Claim Management - conduct accident/injury illness investigations. Process and manage claim and/or work with employee's supervisor. Plan and implement early-return-to-work with supervisor (work related only). Work with SAIF claims adjuster, vocational coordinator and other representatives as required. Work with attorney to prepare for and assist with contested claim hearing. Attend contested claim hearing as employer representative. Schedule and conduct claim briefing to include functional unit management team, immediate supervisor, claims adjuster, SAIF attorney, vocational counselor, and DOC Employee Relations Administrator for critical claims. Input all recordable injuries/illnesses and incidents into Compliance Suite software. Maintain OSHA 300 log.	
10%	NC	E	Advises employees and supervisors on matters relating to appointments, position descriptions, work plans, merit ratings, promotions, salary transactions such as special hiring rates, direct appointments, pay-line exceptions, transfers, etc., in accordance with labor agreements and personnel policies, to further the objectives of manager(s).	
5%	NC	E	Participates as a member of the HR work team to provide seamless HR services to all department facilities and functional units. Coordinates with HR staff to analyze, recommend, and develop department HR policy. Researches and prepares HR-related reports and develops position papers.	
5%	NC	E	As part of the management team of the assigned functional unit(s), coordinates, directs, participates and administers the Human Resources program in the functional unit(s); provides technical	

			expertise and training; recommends and develops internal policies and procedures.
5%	NC	E	Coordinates with the Classification Unit, assists in position allocation review, including conducting desk audits, reviewing new and revised position descriptions and justifying allocation decisions. Assists managers in developing position descriptions that are truly reflective of assigned duties and consistent with class specifications.
5%	NC	E	Coordinates with the Recruitment Unit, assists in filling unit positions through competitive recruitments, including facilitating internal processes, questions and bench tests where appropriate. Provides technical assistance, advice and training on affirmative action and EEO requirements in the selection process. Investigates EEO and BOLI complaints and prepares written report of findings.
5%	NC	E	Coordinates with manager and the Personnel Records and Payroll units to ensure accurate and timely processing of all personnel activities. Ensures all documentation is received and submits complete and accurate information for processing.
5%	NC	E	When in the institution, prevents inmate escapes through proper control of keys, tools, and contraband; documenting unusual incidents, as they occur. Subject to callback in the event of an emergency or work stoppage and subject to assignment in any area of the institution. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury; follows and enforces established security procedures at all times.
100%			

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#### SECTION 4. WORKING CONDITIONS

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**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Routine, continual direct contact with convicted felons is required. There is an inherent responsibility to support correctional security staff during periods of inmate unrest. The incumbent of this position is subject to callback in the event of an emergency or work stoppage and is subject to assignment in any area of the institution. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury. Position requires frequent long hours. Some travel between institution and administrative offices. Occasional overnight travel may be required. Incumbent must have a valid driver's license or acceptable alternate means of transportation. This employee may work inside a secure, adult correctional facility and must incorporate practices to ensure the custody of inmates. Must remain constantly alert and work unarmed in the midst of inmates. Employee is responsible for sound custody practices, ensuring the prevention of escape from confinement by properly exercising control over inmates, keys, tools, contraband and may be called upon to respond to emergency situations.

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#### SECTION 5. GUIDELINES

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**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Personnel rules, policies and labor relations law. ERB rules and law; PERS rules; Department of Corrections rules, policies and procedures; collective bargaining agreements, OSHA, FLSA; personnel

relations law; DAS administrative rules, statewide policies, etc., compensation plans, State of Oregon class specifications, FMLA/OFLA; state and federal regulations relating to HR.

**b. How are these guidelines used?**

Duties of this position require administration and interpretation of numerous rules, laws, policies, procedures, labor agreements, etc.

**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 curser at end of a row (outside table) and hit "Enter".</i>			
DOC Managers, Staff & Employees	Person/Phone/Email	To receive and disseminate information; assist in completing personal transactions	Daily
Public	Person/Phone/Email	To provide information about working for the Department	Weekly
DAS CHRO & LRU	Person/Phone/Email	General personnel administration	Weekly
SAIF Corporation	Person/Phone/Email	Workers' Compensation and Early Return-to-Work	As needed
DOJ	Person/Phone/Email	To consult on personnel issues	As needed

**SECTION 7. POSITION RELATED DECISION MAKING**

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

The person in this position makes effective recommendations on all human resources matters. Erroneous recommendations or decisions can create inequities, set precedent or practice, create morale problems, cause complaints or grievances, or result in expensive liability to the department. Incorrect application of regulations may result in overpayment or underpayment of salary, or cause employees to be deprived of benefits, etc.

**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 curser at end of a row (outside table) and hit "Enter".</i>				
PEMF	8700504	Person/Phone/Email	As needed	Work status updates

**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 |

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**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

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**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

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 everyone is capable of positive change, incarceration provides a powerful opportunity to effect positive change, and the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

The person in this position has an ability to interpret and apply complex regulations; an ability to deal effectively and appropriately with staff, management and the public; an ability to make decisions quickly to accomplish and manage a wide variety of tasks and rapidly changing priorities.

The individual in this position will have a valid driver's license or acceptable means of transportation.

**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>		

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**SECTION 11. ORGANIZATIONAL CHART**

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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.

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**SECTION 12. SIGNATURES**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date