STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 11/20/13

This position is:
- ☒ Classified
- ☐ Unclassified
  - ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Department of Corrections

Facility: Salem, OR

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Correctional Hearings Officer	**b.** Classification No:	C1519
c. Effective Date:	5/15/2014	**d.** Position No:	9702613
e. Working Title:	Correctional Hearings Officer	**f.** Agency No:	29100
g. Section Title:	Hearings Unit	**h.** Budget Auth No:	
i. Employee Name:		**j.** Repr. Code:	AAON

k. Work Location (City – County): Salem

l. Supervisor Name (Optional): Melissa Nofziger

m. Position: ☐ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☒ Exempt ☐ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☒ Administrative

o. Eligible for Overtime: ☐ 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 mission of the Department of Corrections is to promote public safety by holding offenders accountable for their actions, and reducing the risk of future criminal behavior. The ODOC is responsible for overseeing and managing inmates in order to maintain saife, civil and productive institutions. ODOC is responsible for the safety of inmates and protection of property at their work site. The success of the ODOC mission relies heavily on the fundamentals of the Oregon Accountability Model.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we 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 the Oregon Accountability Model through their day-to-day interactions with others.

The Hearings Unit is a part of the Inspector General Division, being centrally supervised, serving all institutions/facilities throughout the state. The Hearings Sections are located in various institutions and/or facilities throught the department and handle hearings on-site or telephonically to meet departmental needs.

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:

Resolve formal hearings, consider information, present recommendations to administratively and involuntarily remove inmates from the prison population, modify visiting privileges, or extend an inmate's prison term due to security or safety concerns. This position functions in a quasi-judicial role as the institutions hearing officer, and ensures, through the hearings process, that reasonable findings and orders are issued so that inmates and staff may live and work within a safe and secure penal facility under established rules.

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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
50	NC	E	Conducts disciplinary, administrative segregation, special management unit or transitional leave hearings by serving as the hearings officer and examining all evidence presented, including inmate statements, to ensure that fair and reasonable findings and conclusions are rendered. The hearings officer functions as an independent and impartial fact finder to determine if sufficient information and/or evidence has been presented to support an alleges inmate rule violation, to warrant placement on involuntary administrative segregation status, to warrant involuntary specialist management unit status or to justify a violation of the conditions of transitional leave. Based upon the finding, the hearings officer recommends remedial sanctions to the functional unit manager or Assistant Director of Institutions, which may include removal from the general inmate population, modifications of visiting privileges, etc., as well as sanctions resulting in an extension or increase in the prison term, such as; extension of parole release date, reduction of statutory good time or retraction of previously awarded earned time credits. May enter findings and sanctions of disciplinary cases into the department's computer database and create written findings of fact using the Offender Management System as directed. As a Hearings Unit team member, assures required hearings are conducted in a timely manner on a statewide basis by volunteering to assist when needed.
20	NC	E	Ensures accurate recording of hearings conducted and that written findings of fact, conclusions and recommendation reports related to those hearings are clear, concise and accurate. Reviews all follow-up documentation, memoranda, reports, letters, confidential

			informants, etc., related to the hearings process. Maintains accurate monthly statistical records regarding hearings conducted, related workload issues, and prepares monthly and annual reports to reflect those statistics as needed. Ensure proper entry of documentation related to hearings conducted, into inmate's working file and preservation of all evidentiary documents, photographs, and related materials.
10	NC	E	Prepares for inmate disciplinary, administrative segregation, special management unit placement and transitional leave hearings, through thorough review of documentation and evidence presented, while remaining cognizant and knowledgeable of related statutes, court decisions, administrative rules and policies, as well as the department's and institution/facility goals and objectives.
20	NC	NE	Plan, assign and approve work projects to various hearings support staff, and may provide input to the Hearings Administrator regarding hearings support staff performance evaluations and discipline. Assign investigative project to the investigators who support the hearings sections. Trains and supervises alternate hearings officers serving in a training capacity and as an advisor/training instructor for the DOC staff in matter related to inmate misconduct, report writing, the disciplinary process and related DOC rule and policies. Attends regularly scheduled hearings officer meetings and other meetings as directed. Makes presentations when necessary. Other miscellaneous duties as assigned.
			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. ***In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.***

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.

Daily contact with adult felons during the course of frequently emotionally charged aggressive hearing situations. Inmates may become hostile, abusive and physically threatening or assaultive. May be required to physically restrain inmates or help in the control/restraint of inmates. May be required to climb stairs.

Subject to call back in the event of an emergency and assigned to any position at the institution/facility. Work may require travel, including overnight, to a facility other than the one assigned.

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.

DOC rules governing
Prohibited Inmate Conduct and Processing Disciplinary Actions
Administrative Segregation
Prison Term Modification
Inmate Visitation
All DOC rules and policies
ORS and OARs
Administrative Procedures Act
Case law

b. How are these guidelines used?

Governs exact guidelines and rights provided to inmates in resolving their disciplinary matters, visitation privileges, involuntary removal from the general prison population, and extension of prison terms.

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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Hearings Administrator	Phone/In Person/Writing	Direction, guidance, information, questions/concerns, resolution/hearing outcome	Daily
Inspector General	Phone/In Person/Writing	Direction, guidance, information, questions/concerns, resolution/hearing outcome	As needed
Asst. Directors of DOC	Phone/In Person/Writing	Direction, guidance, information, questions/concerns, resolution/hearing outcome	As needed
DOC staff	Phone/In Person/Writing	Direction, guidance, information, questions/concerns, resolution/hearing outcome	Daily
Other state and local officials	Phone/In Person/Writing	Direction, guidance, information, questions/concerns, resolution/hearing outcome	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes judicial and impartial decisions on facts of case, imposes sanctions that include: removal from general population, modification of visiting privileges, monetary fines, prison term modification, extension of parole date, loss of statutory good time, or retraction of previously awarded earned time credits. Weighs the severity of violations, safety and security concerns, inmate history and makes reasonable and appropriate findings and orders. Decisions have primary, immediate and protracted effect on institutions ability to maintain order, discipline, safety and security.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Hearings Administrator	8919006	Consultation, personal observation, review of work	Weekly	Consistency, direction

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

Must be competent in the use of the DOC AS400 and OMS computer system and in data entry and use of the Disciplinary Misconduct System.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

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