



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
06/01/2014

Agency: Oregon Department of Corrections

Facility: OSCI Residence 3

[] New [x] 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: OS2
b. Classification No: C0104A
c. Effective Date:
d. Position No: 9902467
e. Working Title: Office Specialist 2
f. Agency No: 29100
g. Section Title: Religious Services
h. Budget Auth No: 000744810
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City - County): Salem - Marion
l. Supervisor Name (Optional): Dennis Holmes
m. Position: [] 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

Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

This position is in the Department of Corrections, which confines approximately 14,600 inmates in 14 prisons. The Offender Management and Rehabilitation (OMR) Division staffing includes 198 funded positions as well as contracting with approximately 250 individuals and over 2500 community volunteers. The biennial budget exceeds \$68 million, which includes general fund, other funds and federal funds. The OMR Division encompasses 11 units, which as combined, oversee an inmate's correctional plan starting from the time the offender's judgment is ordered to their release into the community. This division provides a continuum of evidence-based program interventions as well as other opportunities and tools to inmates to enhance their transition to Community Corrections partners. This position supports the Assistant Director, Chief Administrator and the unit Administrators of the OMR Division. The Assistant Director, Chief Administrator and OMR Division Administrators direct the following functions for the Department: institution programs, treatment, and offender management services policies and operations; alcohol & drug treatment; cognitive restructuring; education; inmate intake & assessment; classification and transfer; transition and release; offender information & sentence computation; inmate services; religious services; victim services, volunteer services and inmate and community advocacy. The incumbent is a direct participant in the mission of the Department and the division, in the management of the division, and in planning and evaluating the division's efforts to fulfill its

mission. This position exists within the Religious Services Unit, which is part of the Offender Management & Rehabilitation Division of the ODOC.

The Offender Management and Rehabilitation Division is responsible for carrying out the ODOC mission to reduce the risk of future criminal conduct by those offenders who are either incarcerated or transitioning from prison back into the community and for those offenders on supervision in the community.

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:

The purpose of this position is to provide administrative and secretarial support to the Administrator of Religious Services. This position will have office and administrative responsibilities for the Home for Good in Oregon (HGO) Community and Faith-Based Re-entry Partnership.

The mission of Religious Services is to provide a spiritual environment within the ODOC that will model, promote, and encourage individuals to develop spiritually toward a redemptive and rehabilitative end. To achieve this mission Religious Services focuses on the following goal areas and each member of the Religious Services staff works toward these four goals in so far as they apply to particular position description and role.

1. Pastoral Administration: to enhance our administration of Religious Services.
2. Community: to develop a strong and cohesive community among the staff of Religious Services and all ODOC staff.
3. Ethics and Religion: to help make relationships and procedures within the Department more ethical and compassionate.
4. Victim Services: enhance services to victims of crime in Oregon.

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.

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.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

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
55%	R	E	<ul style="list-style-type: none"> • Receives, processes and tracks HGO volunteer applications and data; • Tracks HGO mentor assignments for inmate HGO applicants; • Maintains (add, delete, or amend list) Approved Community Mentor (ACM) list; • Receives, processes, and tracks HGO Interview Notes from HGO re-entry liaisons and distributes to Chaplains for mentor assignments; • Assists with training new staff and volunteers.
45%	R	E	<ul style="list-style-type: none"> • Provides information over the phone and in person related to the HGO Program; • Makes purchases related to the HGO Program – using SPOTS card, • Compose memos to accounting staff for purchase requests; • Submits orders for office supplies; • Coordinates with vendors, accounting and purchasing staff; • Processes incoming and outgoing mail for HGO; sends out HGO Priority (High & Medium Risk) letters using the Assessment Program and Summary (APS) Access database; • Maintain the Assessment Program and Summary (APS) Access database to search for and print out APS reports; • Other occasional data entry (i.e. Spiritual Assessments, updating letters and various types of computer files, etc.). • Processes inmate applications for the HGO program for all Institutions statewide.

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.

The person in this position will be expected to share the mission, vision, and core values of the department. This 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 a powerful opportunity to effect

positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

This is an office setting with daily contact with inmate workers, inmate’s friends and family members and victims as well as with a number of professionals who either work in ODOC or are volunteers through HGO. Occasional travel is required. Must have a valid Oregon driver’s license or be able to receive one within one month of hire. Must be able to pass a criminal history background check and a DMV check.

SECTION 5. GUIDELINES

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

- Department of Corrections Rules and Procedures
- Oregon Administrative Rules and Revised Statues
- DAS Rules and Policies
- ODOC Religious Services Rule and Procedures
- Home for Good in Oregon (HGO) Rules and Procedures

How are these guidelines used?

Guidelines are used as needed for information and reference.

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>			
Department Staff	Phone, writing, electronic mail, or in person	Schedule meetings, provide information	Daily
Other State and local agencies	Phone, writing, electronic mail, or in person	Schedule meetings, provide information	Daily
Citizens	Phone, writing, electronic mail, or in person	Schedule meetings, provide information	Daily
ODOC and HGO volunteers	Phone, writing, electronic mail, or in person	Schedule meetings, provide information	Daily
Victims	Phone, writing, electronic mail, or in person	Schedule meetings, provide information	Daily
Inmate family members	Phone, writing, electronic mail, or in person	Schedule meetings, provide information	Daily
Inmates	Phone, writing, electronic mail, or in person	Schedule meetings, provide information	Daily
Former Offenders	Phone, writing, electronic mail, or in person	Schedule meetings, provide information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position must maintain confidentiality regarding information received in Religious Services and Home for Good Partnership. Prioritizes and schedules personal workload to assure timely response to department and individual project needs, and providing complete and accurate information. Failure to meet deadlines results in slowing the availability of information, reports or materials needed to carry out the mission of the department. Consults with supervisor as necessary to obtain direction or clarification of expected results, to confirm interpretation of regulations, and to seek guidance in complicated or unclearly defined areas.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	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".

Religious Services Administrator	9500218	Face to face	As needed	As needed and evaluates for annual performance review.
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

How many employees are directly supervised by this position? _____

How many employees are supervised through a subordinate supervisor? _____

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 requires strong verbal and written skills. It requires the ability to establish and maintain harmonious working relationships with the public, fellow workers, workers of other governmental jurisdictions, professionals, volunteers, religious professionals and representatives of special interest groups. It requires strong organizational skills and the ability to manage more than one complex project at a time. Must be able to gather, consolidate, and analyze facts in relation to administrative requirements. The person in this position must have outstanding customer service skills. Needs to have the ability to learn quickly and work independently. Strong computer skills and knowledge of the internet are essential. This position has need of Bilingual Skills as there is a requirement to translate English to Spanish and this position will be working with Spanish speaking people on a regular basis.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

This position deals with extremely confidential information. A high level of integrity and the ability to maintain confidentiality is mandatory.

Must have experience providing secretarial support to agency administrators and management.

Needs to have a working knowledge of the Oregon Department of Corrections. There is always an element of risk when working in a corrections setting. This person needs to be able to handle potentially difficult situations calmly, tactfully and respectfully.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".

Not applicable		
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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