



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/22/14

Agency: Oregon Department of Corrections
Facility: Columbia River Correctional Institution
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: Office Specialist 2
b. Classification No: C0104A
c. Effective Date: 12/22/2014
d. Position No: 8911069
e. Working Title: Canteen Coordinator
f. Agency No: 29100
g. Section Title: Administration
h. Budget Auth No:
i. Employee Name:
j. Repr. Code:
k. Work Location (City – County): Portland, Multnomah County
l. Supervisor Name (Optional): ESS2 - Superintendents Office
m. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, 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.

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.

Columbia River Correctional Institution is a 593 bed minimum security correctional institution housing adult male inmates. The facility provides a full range of correctional services and programs which directly support the Department of Corrections primary mission. These include: (1) A 50 bed residential alcohol and drug treatment program, a 61 bed Alternative Incarceration Program and a 77 bed transitional leave unit. (2) Basic adult education, life skills and job readiness training. Restitution and community service work programs for various additional inmates, with assignment to public service crews. (3) The institution employs 120 FTE general funded staff and approximately 35 staff provided

under contracted services. CRCI has a strong “community oriented” programming for inmates and utilizes a large number of community volunteers in its programs.

CRCI operates South Fork Forest Camp (SFFC), a 200-bed facility for male inmates near Tillamook Oregon, which is managed jointly with the Oregon Department of Forestry. Inmates assigned to SFFC provide labor for forest management, firefighting, and parks maintenance. The multi-disciplinary team at CRCI and SFFC are responsible for the assignment of inmate programs, unfenced housing and community cleared inmates. CRCI has been designated as a release facility for all inmates releasing to any of the northern counties. The institution processes approximately 50 inmate releases per month.

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.

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 responsible for the operation of the inmate canteen, and to respond to inquiries related to inmate trust accounts. it also provides limited clerical support for the Work Programs. DOC uses canteens primarily as incentive and morale instruments in managing inmates.

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
55%	N	E	<p>Canteen Operations Requests assignment, evaluates daily performance, and completes daily attendance records for inmate workers in the canteen. Instructs and supervises inmate canteen workers in the orderly distribution of canteen and cleaning the canteen distribution room. Collect Inmate canteen order slips and mail them to Central Canteen. Receive processed canteen orders from the Central Canteen and arrange orders for efficient distribution to CRCI inmates. Distribute canteen to appropriate inmates in an orderly manner. Check inmate ID pictures to ensure the correct inmate receives the correct order. Check items in the canteen sack against the sales receipt to ensure the inmates receive the correct products. Solve any problems arising from discrepancies in the canteen order. Direct vendor ordering and inventory of ice cream and tracking sales on a weekly/monthly basis. Track Hearings results to identify and monitor LOP inmates’ canteen orders to ensure compliance with LOP ordering restrictions.</p> <p>Supervise inmate work crew of 3+, perform daily area searches and daily frisk searches of inmates.</p>
5%	NC	E	<p>Inmate Trust Accounts Investigates, identifies and resolves errors, misperceptions, and other problems that arise with inmate trust accounts. Writes responses to inmates’ questions about their accounts.</p>

5%	NC	E	<u>Inmate Awards Program</u> Provides clerical assistance to Inmate Work Programs section, which may include filing, sorting inmate attendance rosters, and inputting data into CIS program for outside work crews, production crews inside orderlies, and canteen workers.
10%	NC	E	<u>Supplies and Forms</u> Assists in maintaining and inventorying supplies and forms to ensure sufficient stock is on hand. Prepares office supply and form orders through Office Max and DOC print shop. On a weekly basis, prepares and delivers office supplies and forms as requested by housing units and other sections in the institution. Keeps a centralized copy of all forms used by CRCI and DOC. Updates forms when needed.
5%	NC	E	<u>Clerical Support</u> Provides clerical support to the Administration area, Mail Services area, and work programs area, including data entry, typing, filing, and processing and distribution of staff and inmate mail. May answer routine questions from public or other agency staff related to CRCI Work Programs operation, policies, and procedures.
6%	NC	E	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.

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 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.

The incumbent in this position has the inherent custodial duties which include the charge and control of inmates in the immediate work area. The incumbent also assists in the prevention of escapes by proper control of keys, tools, and contraband as well as documenting unusual incidents as they occur.

Requires working inside a minimum security prison with exposure to adult male inmates on a daily basis which can pose a risk of physical injury due to possible encounters with verbally or physically abusive or violent inmates.

The employee works in an office area which must remain secure at all times for security and safety reasons.

This position is subject to callback in the event of an emergency or work stoppage and is subject to assignment in any position in the institution.

This position is covered under Police and Fire.

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.

Department of Corrections Rules, Procedures and Guidelines
Applicable CRCI Rules, Procedures and Guidelines
Computere software and equipment manuals

b. How are these guidelines used?

The incumbent refers to the guidelines in determining or verifying operation procedures

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?
Agency Staff	Telephone / In Person	Information sharing / Problem solving	Daily
Inmates	Writing / In person	Canteen operation / Information sharing / Problem solving	Daily
Other Agency Staff	In Person / Telephone	Information sharing / Problem solving	As Needed
Central Trust	Phone	Service Questions	As Needed

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

SECTION 7. POSITION RELATED DECISION MAKING

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

Controls arrangement of canteen for efficient distribution. Decides the daily grades of each Canteen worker. Decides which inmates to assign to the canteen, and whether or not an inmate should be removed from canteen work assignment. Administers progressive discipline procedures for inmate misconduct. These decisions have a direct effect on efficiency and productivity of canteen operation, and may directly affect institution operations in other areas..

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
ESS 2 Assistant to the Superintendent	8909016	Reports / Personal contact	On – going basis	Ensure smooth flow of information to from Supt's office

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? _____

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:

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

Operating Area	Biennial Amount	Fund Type

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