



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/2014

Agency: Department of Corrections

Facility: Oregon State Penitentiary

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: <u>Administrative Specialist 2</u>	b. Classification No: <u>CO108</u>
c. Effective Date: <u>September 1, 1997</u>	d. Position No: <u>9512.368</u>
e. Working Title: <u>Facility ISDS Coordinator</u>	f. Agency No: <u>291</u>
g. Section Title: <u>Security</u>	h. Budget Auth No: <u>000670690</u>
i. Employee Name: _____	j. Repr. Code: <u>CP</u>
k. Work Location (City – County): <u>Salem, Marion</u>	
l. Supervisor Name (Optional): <u>Brian Stephen</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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 Mill Creek Correctional Facility is under the administration of the Oregon State Penitentiary (OSP) and is comprised of 4 managers and 75 represented staff to provide secure confinement for the 290 offenders housed there. The facility captain and the OSP Assistant Superintendent of Security provides direction through planning, organizing, and staffing; budgeting resources by prioritizing and allocating appropriated funds; leading and delegating staff to perform their duties; preparing, disseminating, and maintaining DOC administrative directives and operational procedures; and facilitating communication between the Security Section and internal units as well as outside agencies, the public, law enforcement, inmates, and families. The facility captain ensures that employee discipline, staff treatment, and interactions are consistent with laws, rules, and the Collective Bargaining Agreement.

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:

The purpose of this position is to administer the scheduling of security staff using the Institution Staff Deployment System (ISDS) database for MCCF and OSP.

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 is 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.

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
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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".

70%	NC	E	<p>Staff Deployment/Timekeeping (MCCF and OSP Special Housing):</p> <p>Administer the scheduling of security staff by providing balanced rosters and ensuring an ongoing balance between budget and security considerations including rollback of outside crews using custom created spreadsheet and database software.</p> <p>Prepare, issue, validate, and interpret staffing rosters, management reports, absenteeism reports, system audits and reconciliations to maximize effective staff deployment and minimize overtime. Continually develop, maintain and adjust staffing analysis, staffing designs, and staffing patterns to meet the changing need of the work force.</p> <p>Process staff leave requests, attendance records, and complete time capture within the deadlines specified by DOC payroll and assure recordkeeping in ISDS is accurately reflected on time sheet in accordance with codes and procedures.</p> <p>Enter and maintain employee time sheets for staff payroll including completing within deadlines specified by payroll division. Reconcile discrepancies with OIC and payroll as appropriate. Serves as primary contact between facility and DOC Central Payroll staff with questions or concerns in regard to payroll or leave usage issues.</p> <p>Interpret laws, rules, policies, procedures and the labor agreement to prepare and post work schedules within required time frames. Assure accuracy of posted schedules and all notifications made for any scheduled revisions. Maintain historical data compiled from validated schedules and</p>
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			<p>data entry into the system.</p> <p>Monitor all aspects of time and attendance information including overtime/compensation time, tardy/absenteeism/vacation leave, time-trades/planned-unplanned leave and furlough leave/long term leave/protected leave/military leave. Work with FMLA/OFLA coordinators when employees may meet qualifications for protected leave.</p>
10%	NC	E	<p>Schedule Training (MCCF-OSP Special Housing): Coordinate scheduling of quarterly, periodic, annual and unannounced staff training for security staff making appropriate adjustments in schedule to cover institution operations while minimizing additional operational costs. Tracks NEO and BCC training for new employees.</p>
10%	NC	E	<p>Clerical Support:</p> <p>Provide clerical support to the facility captain and lieutenants. Duties may include schedule meetings, prepare agendas, and attend meetings to record official action. Organize and maintain staff working and leave files; responsible for reviewing and purging files in accordance with archive retention schedules; and create correspondence, reports, and miscellaneous documents. Monitor work priorities and time frames to meet targeted deadlines. Position backs up Office Specialist 2 for miscellaneous duties, e.g., office supply inventory, purchasing, mail distribution.</p>
5%	NC	E	<p>Bidding Process (MCCF/OSP): Follow applicable union labor agreements to establish the bidding process for staff shift, days off and vacation bidding. Coordinate the schedule for bids, post notices of bids, and explain policy and process to staff to ensure clear understanding of the process. Respond to staff questions and concerns regarding the bidding process. Provide timely and efficient follow-up and processing of bid materials throughout the bid period. Post results at the conclusion of the bid and assures that all bid processes are conducted within the guidelines of the labor agreement.</p>
5%	NC	E	<p>Miscellaneous (MCCF/OSP):</p> <p>LEDS Representative for MCCF and backup to OSP LEDS Rep. Attend ISDS meeting to stay informed and provide information relative to the ISDS system; attend training on ISDS system; and assist OSP Assignment Office in performing office functions where needed as well as other miscellaneous duties as assigned.</p>

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.

This position is located inside both a minimum facility and maximum security adult male correctional institution as needed. May be adjusted as workload and special tasks or assignments require. May encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. On a daily basis, inherent custodial duties include control of institution keys by maintaining proper custody, use and reporting discrepancies; enforcing department and institution directives for safe and secure operations/security. Employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment and contraband, and to document unusual incidents. This person is subject to recall to the institution in the event of an emergency and is to maintain preparedness for emergencies by reading and following the Emergency Response Plan Manual. Maintains professional demeanor, code of ethics, and good communication to create a safe work environment. The employee in this position works in an office environment where conversations and paperwork are generated of a sensitive nature on a daily basis and must possess the ability to keep this information confidential.

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.

- Oregon Revised statues
- Collective Bargaining Agreement
- Software manuals
- Desk Manuals
- DOC rules and policies
- Oregon State Penitentiary procedures
- Technical equipment/software manuals

b. How are these guidelines used?

The rules, policies, and procedures govern the operation of the Oregon State Penitentiary. These are used daily in dealing with staff, visitors (officials and general public), and in telephone conversation

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>			
Managers/staff	Person/phone/electronic	Information sharing, consulting	Daily
DOC agencies	Person/phone/electronic	Information sharing, consulting	Daily
Inmates	Person	Answer questions	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made concerning the scheduling of security staff and staffing levels. Determine whether processes/actions comply with rules, procedures and bargaining agreements. Must be able to make decisions under pressure of deadlines, disruptive conditions, and changing priorities. Maintains staff confidentiality with verbal and written information.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	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>				
Facility Captain	7113.006	Personal contact, observations, annual performance evaluation	Daily	Insures compliance and accuracy. Assist with solutions to problems and provide necessary direction.
Assignment Captain	7111.016	Personal contact, observations, annual performance evaluation	Periodically	Insures compliance and accuracy. Assist with solutions to problems and provide necessary direction.

Assistant Superintendent	1904.001	Personal contact, observations	As needed	Assists with solutions to problems.
Staff Deployment Central Coordinator	8719.274	Through system results and regular contact	As needed	Assists with solutions to technical system issues.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? N/A

How many employees are supervised through a subordinate supervisor? N/A

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 two days a week at OSP and requires strong communication skills, both verbal and written, to work with the OSP ISDS coordinator and Assignment Captain. This position requires someone who is highly organized, detail oriented, can multi-task, set priorities, has excellent customer service and can work at a very fast pace. This position requires excellent math skills and someone who can work independently.

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".

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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