



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/29/2013

Agency: Oregon Department of Corrections

Facility: Office of Inspector General

[X] New [] 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: Office Specialist 2
b. Classification No: C0104
c. Effective Date: 12/06/2012
d. Position No: 11001099
e. Working Title: Hearings Office Support
f. Agency No: 29100
g. Section Title: Hearings
h. Budget Auth No: 01904002
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City - County): Salem - Marion
l. Supervisor Name (Optional): Marica G. Ventura
m. Position: [X] 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

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

The DOC Office of the Inspector General comprises Special Investigations, Hearings, Security Threat Management, and PREA/Intelligence Unit. Through close and stream lined collaboration among the units, this division is charged with supporting the agency's mission through collaboration with internal and external stakeholders. Key functions include management of individual inmates that present an elevated security threat risk based on intelligence; providing investigative services to all DOC institutions; and facilities regarding suspected wrongdoing by inmates, staff, contractors, volunteers and visitors; conducting disciplinary hearings in accordance with established rules and relevant case law for inmates accused of rule violations; provide uniform guidelines and procedures to reduce the risk of prison sexual assault and sexual activity; leading oversight functions for the Department on behalf of the Director and Deputy Director; and coordinating agency rulemaking.

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.

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:

Provide clerical support for the Hearings Unit. Assist staff in promoting the Oregon Accountability Model by assuring that appropriate contact is maintained with the inmate’s family and social support structure while maintaining important security and safety features. Duties include data entry, filing, sorting mail, and may include answering phones. The data entry duties required the ability to input large amounts of numerical data and make critical decisions concerning the application of DOC rules as applied to the data. This position will provide back-up relief for Hearings Support Staff across the unit.

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.

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
40%	NR	E	Provide clerical support for the Hearings Administrator in the Office of the Inspector General. Duties Maintaining supervisor's calendar and advise supervisor of commitments. Make all arrangements for meetings and special conferences, including participants, agenda, location, etc. Arrange travel itinerary and accommodation. Prioritize and schedule people, events, and items requiring the attention of the

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

			Hearings Administrator. Accuracy and speed are essential. Processes Recruitments and Personnel Actions for the Hearings Office position.
30%	NR	E	Perform a preliminary check of the forms directed to the Hearings office. Direct the appropriate correspondence to the correct hearings staff. Maintain and organize hearings administrative rule, inmate investigations and public records data base. Compose and type a variety of correspondence, memos, letters and forms from rough draft or general instructions. Check, sort and distribute incoming and outgoing mail and faxes. Track all correspondence that comes into the Hearings Office and process with necessary response.
25%	N	E	Facilitate all purchasing for the Hearings Office to include utilizing AFAMIS (internal purchasing software) and Office Max purchasing on-line. Research products on-line for most cost-efficient purchase outside of contracts. Request quotes from a minimum of two vendors when preparing to order product for purchase. Prepare memos to accounting for incoming invoice payments. Track all inventory for Hearings Office, maintaining supply quantities. Track all equipment issued by staff for inventory purposes. Serves as back-up to the other two Office Specialist in the Office of the Inspector General.
5%	N	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.

The person in this position is expected to share the mission, vision, and core values of the department. The position requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness. The person in this position 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 person in this position may be required to travel both in-state and out-of-state, work irregular and long hours, be exposed to verbal abuse, harrasement, threats of violence to self and/or family, be exposed to dangerous substances and chemicals or encounter physical violence on a daily basis.

Office environment requires confidentiality, tact and sensitivity. Working at personal computer for extended periods of time required. Required to work overtime on occasion to meet deadlines. Regular and consistent attendance is an essential function of this position with the Office of Inspector General.

This position has indirect inmate contact.

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, Policies and Procedures.
Desk Manuals
Labor Agreement

- b. How are these guidelines used?

To ensure conformance with all state and federal laws; DOC rules, policies and procedures and regulations; and the duties and responsibilities of this position.
DOC Administrative Rules are also used to respond to kites from inmates. Labor Agreements provide working agreements between management and represented employees related to working conditions, pay and other areas of concerns.

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>			
Other Department Staff	E-mail/Telephone/In-Person	Rules/Policy/Information	Daily
Other agency staff	E-mail/Telephone/In-Person	Provide information and requests for assistance.	Daily
General Public	Phone	Provide information.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decides what person or institution hotline calls or PREA calls are directed. Has to decide how inmate correspondes are responded to or direct to the correct person

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	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".

Executive Support Specialist 1	9500005	Discussion	Daily	Accuracy, standards and compliance.
Principal Executive/Manager E	8919006	Discussion	Daily	Accuracy, standards and compliance
Principal Executive/Manager F	6000903	Discussion	As Necessary	

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 |

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 proficient in typing, computers and recordkeeping. Must be able to concentrate on several tasks simultaneously, pay attention to detail and be able to adjust quickly to immediate reassignments.

This position will require the incumbent to become LEDS certified within 90 days of hire. Also, this incumbent will be required to become proficient in the use of COPLINK and i2 Analyst Notebook.

This employee has inherent responsibility for handling inmate incidents in the employee's immediate work area, preventing escapes by proper control of keys, tools and contraband; and documenting unusual incidents as they occur.

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

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>		

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