



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/6/15

Agency: Oregon Department of Corrections

Facility: Deer Ridge Correctional Institution

[] 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: Executive Support Specialist I
b. Classification No: C0118
c. Effective Date:
d. Position No: 700265
e. Working Title: Executive Support
f. Agency No: 29100
g. Section Title: Security
h. Budget Auth No: 65906100
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City – County): Madras - Jefferson County
l. Supervisor Name: Kevin Hormann
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.

Deer Ridge Correctional Institution is an 2010 bed state prison located in Madras, Oregon. Prison operations include: a 1223-bed adult men's medium security unit (not currently occupied) and a 787-bed adult men's minimum-security unit. A daily provision of essential food, medical treatment, clothing, safe living environment, and full time meaningful work is maintained by the institution. Self-improvement and rehabilitative opportunities for the inmates are provided through workforce development and training, treatment services, cognitive restructuring skill programs, community-based liaison activities, and various leisure time activities.

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:

To provide confidential clerical support to the Assistant Superintendent. To provide a variety of clerical-related services; preparing correspondence, memorandums, reports, etc. from machine dictation, hand written and typed drafts; relaying messages, filing and providing clerical/research assistance with inmate communications/grievances. To perform other special assigned tasks as designated by the Assistant Superintendent.

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.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

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.

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
30 %	NC	E	<p>Acts as confidential management assistant to the Assistant Superintendent meeting all secretarial needs. Receives, reviews, logs, routes, and follows up on all mail received in the Assistant Superintendent’s office. Anticipates needs of supervisor by furnishing information required for official reply to correspondence and other official acts; independently researches, locates, assembles, edits, and summarizes material, information, and data for administrative action. Researches, prepares and composes a wide-variety of administrative and confidential correspondence, requests for information, reports, memorandums and personnel related data; Work independently to research, locate, assemble, edit and summarize material and information for administrative action; Respond to Inmate Tort Claims, Inmate Discrimination Complaints, employee disciplinary actions, narrative and statistical reports for the signature of the Assistant Superintendent. This written material is often of a confidential nature and is authored by the incumbent. Compose and prepare a comprehensive narrative and statistical Monthly Activity Report consisting of significant events, chronic problems experienced, and a complete accounting of all overtime worked during the reporting period for the Manager’s review and signature; ensure delivery of these reports to the Superintendent’s office in a timely manner.</p>
10%	NC	E	<p>Reviews and approves correspondence composed by staff for Assistant Superintendent’s signature. Drafts responses when required. Maintains calendar, schedules and arranges appointments, interviews, meetings, and conferences. Responsible for and has access to all forms of confidential information including, but not limited to: a) employee grievance and disciplinary actions, labor negotiation research and preparation as requested and necessary; b) administration planning and operations records, c) inmate movement information; d) police reports, investigations and highly confidential State Police reports; e) inmate files.</p>
20%	NC	E	<p>Corresponds with agency staff, responds to inquiries and provides information, copies and distributes correspondence; and maintains an organized filing system. Develops and maintains computerized, databases to compile statistical information regarding staff assignments, unscheduled leaves, purchases and other data that is deemed necessary.</p>

20%	NC	E	<p>Attends institutional meetings. Takes and transcribes minutes, prepare additional documentation resulting from meetings, including disciplinary actions, institutional procedures, administrative directives, and informational memorandums for approval of the Assistant Superintendent. Act as liaison for the Assistant Superintendent to staff, management, outside agencies, vendors, etc.; Actively participates in department management team meetings to resolve problems and discuss and formulate goals and objectives. Work closely with supervisor and department managers to complete projects and assignments and to formulate and implement work guidelines and expectations; complete assignments received in management team meetings, including proper application of DOC, DAS and Union contracts, policies and procedures. Perform a variety of research activities and write reports/correspondence as needed for distribution and/or presentation to the Assistant Superintendent or at management team meetings; assists representatives from the Oregon State Police, Department of Corrections Internal Affairs Office, and Oregon Attorney General's Office, by providing research and documentation, locating and scheduling inmates for interviews, and scheduling inmates for polygraph examinations. Compile specific reports to monitor monthly budget and expenditure reports of security operations budget to ensure that expenditures are within budget allowance by compiling specific reports showing current expenditures (i.e. uniforms) as needed or at the request of the Assistant Superintendent. Work closely with and on behalf of the Assistant Superintendent and other unit managers when scheduling appointments, meetings, conferences, special projects and assignments.</p>
20%	NC	E	<p>Maintains all section's personnel working files, maintaining compliance with DOC, DAS and Union contracts, policies and procedures. Submit all necessary paperwork to HR and payroll regarding promotions, new hires, transfers, terminations (Personnel Action Request Form, appointment letters, letters of resignation, etc.)</p> <p>Oversees Employee Performance Appraisal process within assigned section and assign and/or write performance appraisals, utilizing established Department of Corrections Rules, Institutional Procedures and Post Orders as resource material to prepare standard descriptive information regarding the specific duties and responsibilities of each position. Maintains an accurate, effective tracking system to monitor deadlines and ensure timely completion. Ensures that all supporting documentation and necessary forms have been properly completed and are attached to evaluation. Submits all necessary materials to Human Resources.</p> <p>Other 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.

Deer Ridge Correctional Institution is tobacco free. Use of tobacco products are prohibited within the buildings or on the grounds. Work is performed in a prison, housing medium and minimum security inmates. Interaction with inmates occurs on a daily basis. Routine, continual direct contact with convicted male felons is required. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution. May be assigned to other ESS1 work assignments to meet operational needs of the institution.

The institution is located in Central Oregon and is exposed to temperature extremes and inclement weather. The institution buildings are climate controlled. Walking long distances to get to a work station to perform work is common. Most inmate housing units are two levels requiring the use of stairs to reach the second level.

The incumbent is responsible for proper tool and key control of their immediate work area and to maintain awareness and bring issues identified elsewhere in the institution to the attention of others. May be required to supervise inmate workers, e.g., inmate orderlies.

Work requires heavy usage of personal computer from four to six hours, daily.

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.

Position requires use of: DRCI Operational Guidelines and Procedures; Oregon Revised Statutes (ORS); Oregon Administrative Rules (OAR); Department of Corrections Rules, Procedures and Policies; Department of Administrative Services Rules, Policies and Procedures; Union Contracts and applicable Federal and State Laws and Regulations.

b. How are these guidelines used?

These guidelines serve as a reference source and provide the necessary knowledge required to work in correctional facility, defining the scope of employment. They also assure uniformity and consistency in decision making and in meeting financial and legal requirements.

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>			
DOC Administration	Person/telephone/fax/ e-mail/written	Liaison/Information/Operations	Daily
DRCI Administration	Person/telephone/fax/ e-mail/written	Liaison/Information/Operations	Daily
Other DOC Staff	Person/telephone/fax/ e-mail/written	Liaison/Information/Operations	Daily
Inmates	Person/written	Response to inquiries	Daily
General Public	Person/telephone/fax/ e-mail/written	Liaison/Information/Operations	Daily

Other State Agencies	Person/telephone/fax/ e-mail/written	Liaison/Information/Operations	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position provides information and instruction to staff on a daily basis, determining what information may be provided, maintaining strict confidentiality; making decisions on behalf of Assistant Superintendent regarding selection of vendors and products and regarding prioritization of assigned tasks; responding to inquiries and request from the Oregon State Police, Oregon Attorney General's Office, and the DOC Internal Affairs Officer, determining what information can be provided. Establishes work priorities and monitors deadlines, ensuring that critical deadlines are met; provide appropriate and accurate information and direction to staff, the public, direct visitors and callers; Interprets applicable rules, procedures, and guidelines, consistently makes routine operational decisions which are in compliance with guidelines, and ensures that decisions made are consistent with the Assistant Superintendent's goals.

Decisions made by this position are a direct reflection on the Assistant Superintendent and his/her policies, directives, opinions, and administration.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Assistant Superintendent	500406	Through written or verbal contact.	Daily	To ensure smooth operation of the unit.

Note: If additional rows of the below table are needed, place cursor 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?

- | | |
|--|---|
| <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 employee must have the ability to deal with a variety of people in an effective manner and have the flexibility to manage a large variety of tasks and rapidly changing priorities. This employee must possess the ability to work independently with little or no supervision, must be able to manage multiple high-priority tasks at once, must be able to consistently manage heavy workload, must be able to meet work prioritize work assignments and ensure timely completion; record and transcribe minutes of meetings and verbatim transcripts of interviews; compose and formulate correspondence, reports and other written documentation as required; exercise good judgment in decision-making; interact well with co-workers, supervisors and inmates, promoting harmonious working relationships with other Sections; and possess excellent written and verbal communication skills. Additionally, the employee must have a good working knowledge of how to operate video word-processing equipment, personal computer, fax machine and other office equipment. This employee must a thorough knowledge and understanding of all Department of Corrections Rules and Procedures, DRCI Procedures, and Administrative Directives.

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