STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/1/15

This position is:
- ☐ Classified
- ☐ Unclassified
- ☒ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Central Office, Dome Building

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Executive Assistant	**b.**Classification No:	Z0830
c. Effective Date:	05/01/2013	**d.**Position No:	0710002
e. Working Title:	Executive Assistant	**f.**Agency No:	29100
g. Section Title:	Director's Office	**h.**Budget Auth No:	001031470
i. Employee Name:	Jean M. Bergen	**j.**Repr. Code:	MENN
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name:	Colette S. Peters		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ 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.

The Director's Office oversees every aspect of the Department of Corrections (DOC). There are five divisions that report to the Director's Office: Operations, General Services, Human Resources, Community Corrections, and Offender Management and Rehabilitation. The following sections report to the Director's Office, as well: Planning and Budget, Office of the Inspector General, Internal Audit, Research and Projects, Government Efficiencies and Communications, and Diversity and Inclusion. In addition, Oregon Corrections Enterprises is a semi-independent agency which reports to the Director's Office.

The Department of Corrections operates under ORS chapter 432 and the Oregon Constitution, which states, in part, "[l]aws for the punishment of crimes shall be founded on these principles: protection of society, personal responsibility, accountability for one's actions and reformation." This directly relates to the department's mission: "To promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior."

The department currently has custody of over 14,700 offenders, sentenced to prison for more than 12 months, and houses them in 14 state correctional institutions.

The department provides administrative oversight and funding for community corrections activities managed by Oregon's 36 counties. The department also manages interstate compact administration, jail inspections, and program evaluations.

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 an "at will" position and serves at the pleasure of the Director of the Department of Corrections. The purpose of this position is to provide confidential assistance to the Director and Deputy Director, and is member of DOC's Policy Group, the agency's executive team.

The Executive Assistant serves to assist the Director and the Director's Office in the administration of operational and mission objectives and strategies; in managing and coordinating special projects, agency programs, and operational issues; in the coordination of communications, both internally and externally; and in representing the agency to the public, special interest groups, the legislature, and the media.

In addition, the Executive Assistant serves in the capacity of providing direction to DOC staff with respect to agency projects, work assignments, office management, and administrative systems/office functions for the Director's Office.

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 DOC 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 DOC 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 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.

DOC has a zero-tolerance of sexual abuse and sexual harassment within institutions/administration buildings/facilities that is owns, operates, or contracts with. The intent of the federal 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/contractors/interns. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/ contractors/interns are prohibited by DOC policy. All employees have a duty to report any such incidents to their supervisor.

All DOC 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 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.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive, and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in, and encourage others to participate in, the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse backgrounds who are committed to the mission and values of the Department.

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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
65%	NC	E	**ADMINISTRATIVE DUTIES** Provides confidential administrative support to the Director and Deputy Director. Plans, organizes, prioritizes, and coordinates meetings between the Director, Deputy Director, DOC leadership, other DOC staff, the Governor, legislators, media, local and national partners, and other federal and state personnel. Helps manage relationships with stakeholders. Acts on behalf of Director and Deputy Director to schedule all meetings and maintain electronic calendars for the Director and Deputy Director, ensuring appropriate materials are prepared and provided for meetings (*i.e.,* verbal high-level briefings/summaries, agendas and other documents, travel arrangements, itineraries, directions). Acts on behalf of Director and Deputy Director to manage and coordinate projects and/or programs that span several divisions and/or locations (*i.e.,* escalated inmate and employee grievances). Supports Director in researching statutes, rules, and policies then provides summary, analysis, and recommendations.

			Acts on behalf of Director and Deputy Director in screening inquiries and requests, prioritizing, delegating responsibility to others, or researching and referring to the Director or Deputy for final decision. Composes, coordinates, prepares, and reviews all written communication to and from the Director's Office. Serves as a member of DOC's Policy Group executive team. Using knowledge of Director's Office activities, decisions and history, participates in meetings to assist in agency planning and development; participates in agency decision making on issues of statewide impact. Manages development of agendas, including designating the priority of requested agenda items for immediate inclusion or delay to future meetings; coordinates meeting logistics. Transcribes meeting minutes, receiving assignments, and capturing action items for distribution to Policy Group members. Ensures each manager who reports to the Director's Office has regular, in-person update meetings scheduled in a timely manner. Assists the Director, Deputy Director, and other Policy Group members in the administration of operational and mission objectives, planning, and strategies. Administers and coordinates special projects on state government issues; participates in an advisory capacity on management decisions and policies; provides information to state employees, the public, legislative members, special interest and community groups (both local and national), and other related political subgroups in the areas of state government strategies, planning, mission, vision, operating procedures, policies, and other related political matters.
15%	NC	E	**PUBLIC RELATIONS** Daily contact in person, by telephone, and in writing with all levels of agency staff and the public to exchange information. Regular contact with employees of other agencies, the legislature, and the media on particular issues related to the mission of the agency. Daily contact with the Governor's office, legislators, and other government agencies to answer DOC inquiries and schedule meetings. Completes special projects and other duties as assigned, in a timely manner. Represents agency to the public, and national and State of Oregon special interest groups (*i.e.*, National Institute of

			Corrections Advisory Board, National Association of State Correctional Administrators). Arranges public meetings, responds to the public's request for information or explanation of agency policy or decision, or refers, as appropriate. Serves as liaison with other agencies and other governmental entities in matters of overlapping jurisdictions.
15%	NC	NE	**SUPERVISION** Directly supervises and manages the activities and functions of an Executive Support Specialist 2 position. Performs supervisory functions to ensure proficient performance of the Director's Office, including, but not limited to: interviewing, hiring, and providing appropriate training; planning, assigning, and approving work; evaluating performance; resolving employee conflicts; responding to grievances; rewarding; counseling in work-related activities, personal growth, and career development; determining the need for, initiating, and following through with disciplinary action.
5%	NC	E	**MISCELLANEOUS** Other duties as assigned by Director and Deputy Director.

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 works in an extremely fast-paced, demanding office environment that requires the ability to independently identify and set priorities, adapt to rapidly changing situations and issues, multitask, meet tight deadlines, and understand the political and public sensitivity of issues and decisions. This person communicates with a range of organizations, officials, individuals from different cultural and ethnic backgrounds, media representatives, and members of the public. Work can include contact with emotionally charged individuals via telephone, email, and in person. Occasional evening and weekend work is required. Occasional travel to agency institutions and facilities is expected, where work will be performed in an adult correctional facility, and interactions with inmates will occur (in facilities and in the Dome Building). Incumbent of position is subject to callback in the event of an emergency or work stoppage and is subject to assignment in any area of an institution. Occasional travel to conduct official business on behalf of the department. Occasional overnight travel is required. On-call 24/7 to support Director and Deputy Director, as necessary.

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.

Governor's Directives/Executive Orders
Department of Corrections Rules, Policies, and Procedures
DOC Oregon Accountability Model
DOC Strategic Plan
DAS Policies and Procedures
Oregon Administrative Rules
Oregon Revised Statutes
Collective Bargaining Agreements
Federal Laws and Regulations

b. How are these guidelines used?

- To answer inquiries from the general public, legislators, local governments, members of the judiciary, law enforcement, state and federal agencies, national and local community partners, employees, adults in custody and their families.
- In the day-to-day oversight and operation of the department.
- To accomplish agency and program goals accurately and efficiently.
- To make decisions affecting agency operations and program activities.

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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
DOC & OCE executives, managers, and staff	Telephone/in person/written	Exchange of information, schedule meetings	Daily
Governor's Office, Attorney General's Office, and Legislature	Telephone/in person/written	Exchange of information, schedule meetings	Daily
Other State of Oregon agency executives, managers, and staff	Telephone/in person/written	Exchange of information, schedule meetings	Daily
Other local and national government agencies/ professional organizations	Telephone/in person/written	Exchange of information, schedule meetings	Daily
Key external stakeholders, partners, and providers (many at the national level)	Telephone/in person/written	Exchange of information, schedule meetings	Daily
Public	Telephone/in person/written	Exchange of information, schedule meetings	Daily
Adults in Custody and their families	Telephone/in person/written	Exchange of information, schedule meetings	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes recommendations as a member of Policy Group on policy and operational issues; daily decisions regarding work priorities, handling crisis issues, delegating assignments, and dealing with a wide variety of people. Constantly renegotiates priorities for the Director, Deputy Director, and their schedules.

Poor decisions and untimely completion of assignments could result in damaged working relationships with DOC staff, slowed efficiencies and effectiveness of Director, Deputy Director, partners, stakeholder and providers, the Governor's office, legislature, other state agencies and the public.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Director	1000001	By telephone/in person/in writing to review the overall performance as it affects the successful operation of the agency and overall communication flow among staff reporting to the Director's office.	Infrequently – incumbent must work independently and use discretion and judgment in making decisions on a daily basis. Formal annual performance appraisal.	To assure DOC's mission, vision, values, policies, procedures, and protocols are being effectively implemented.
Deputy Director	8901160	By telephone/in person/in writing to review the overall performance as it affects the successful o9peration of the agency and overall communication flow among staff reporting to the Director's office.	Infrequently – incumbent must work independently and use discretion and judgment in making decisions on a daily basis. Formal annual performance appraisal.	To assure DOC's mission, vision, values, policies, procedures, and protocols are being effectively implemented.

Note: If additional rows of the below table are needed, place curser 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? 1

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- ☒ Plan work
- ☒ Assigns work
- ☒ Approves work
- ☒ Responds to grievances
- ☒ Disciplines and rewards
- ☒ Coordinates schedules
- ☒ Hires and discharges
- ☒ Recommends hiring
- ☒ Gives input for performance evaluations
- ☒ 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 have excellent customer service skills, with the ability to effectively and tactfully communicate detailed information, both orally and in writing, to a broad spectrum of executive, management, professional, technical, and support staff within the agency, other state and federal agencies, and the public.
- Communication must be at a professional level with attention to grammar, spelling, and punctuation.
- Must be self-motivated and able to meet numerous firm deadlines, with frequent interruptions in daily work schedule.
- Ability to facilitate meetings and to work with people who have diverse interests.
- Understanding of governmental relations and public policy related to the issues and challenges facing adult corrections.
- Ability to gain a thorough understanding of DOC's programs and activities, as well as a working knowledge of other state agency's responsibilities.
- Incumbent may need to travel to correctional facilities statewide and is required to possess and maintain a valid driver's license issued by the state where the employee actually resides or provide an acceptable alternate mode of transportation.
- This position may be required to sit for extended lengths of time.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

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

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

Jan M. Berger	8/27/15		8/27/15
Employee Signature	Date	Supervisor Signature	Date
	8/27/15		
Appointing Authority Signature	Date		