



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/1/12

Agency: Oregon Department of Corrections

Facility: Offender Information & Sentence Computation

New Revised

This position is:

- Classified
- Unclassified
 - Executive Service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Office Specialist 1</u></p> <p>c. Effective Date: <u>July 1, 1999</u></p> <p>e. Working Title: <u>Document Imaging Specialist</u></p> <p>g. Section Title: <u>Offender Info & Sent Comp</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City - County): <u>Wilsonville - Washington</u></p> <p>l. Supervisor Name (Optional): <u>Dianne Erickson</u></p>	<p>b. Classification No: <u>C0103</u></p> <p>d. Position No: <u>6000012</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: <u>35912200</u></p> <p>j. Repr. Code: <u>AAON</u></p>
<p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> Job Share</p>	
<p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

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.

Offender Information and Sentence Computation (OISC) unit is responsible for the development and maintenance of offender records and sentence calculations for approximately 14,000 inmates incarcerated under the authority of the Oregon Department of Corrections (DOC) at all of the state operated institutions as well as approximately 34,000 Oregon Parole and Probation files. The employees of OISC maintain the data responsible for determining each inmate's release date. That information can be descriptive data, legal documents, and program information. Information is obtained from many sources including the BPPPS, the Oregon Department of Justice, Attorney General and federal, state and local law enforcement agencies. OISC interprets judgments, computes inmate sentences and discharge dates, adjusts time requirements necessitated by inmate programming and disciplinary actions, responds to detainer and notification requests, processes and tracks Interstate Agreement on Detainers and processes extraditions. OISC staff provide testimony in court, prepare and distribute information within the DOC, the BPPPS, the Oregon State Police, the public and inmates. They perform a variety of functions associated with the movement of inmates through the corrections system and maintain offender sentencing and information data. Included in this data is file material for all past and present inmates and all felony offenders supervised locally by Community Corrections. This

unit also receives and processes formal and informal requests for inmate and offender information from government agencies, the courts and the general public.

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:

Perform a wide range of duties that require expertise in the areas of records security and maintenance, court documents and records, and data management.

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.

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
65%		E	<p><u>DOCUMENT IMAGING:</u></p> <ul style="list-style-type: none"> • Application of advanced document imaging and other computer software. • Scan prepared documents making sure image integrity and quality is maintained. Contact counties to secure serviceable permanently retained documents. • Evaluate performance of document imaging equipment, note discrepancies, perform routine maintenance and secure service from providers whenever necessary ensuring optimum performance of imaging process. • Exercise judgment and flexibility in prioritizing work to achieve optimal customer service and supply finished product in a timely and efficient manner. • Maintain image quality at high speed and volumes. • Serve as the technical coordinator for the development and implementation of document imaging operational procedures. • Ensure the electronic documents created meet the standard for historical permanent retention and destroy paper documents. • Secure confidential imaged documents in appropriate locations, transferring them to various electronic folders depending on the business needs in each particular case. • Maintain manuals, procedures, and other controls necessary for maintaining the document imaging process. • Research to ensure that all electronically stored information is correctly indexed.
25%	R	E	<p><u>File Preparation:</u></p> <ul style="list-style-type: none"> • Inspect and prepare files for document imaging, reordering documents, inserting section dividers, evaluating individual documents for relevance and retention pursuant to the approved DOC Records Retention Schedule and Secretary of State Retention policy. • Apply the retention schedule and policy to offender records by identifying and destroying appropriate documents as needed. • Ensure published documents are archived correctly.
5%		NE	<ul style="list-style-type: none"> • Assist in filing and maintaining records of all documents. • Employ numeric filing method to store all hard copy documents in designated appropriate locations.
5%		NE	<p><u>OTHER DUTIES:</u></p> <p>Supervisor may assign other duties as required to ensure smooth functioning of the OISC Central Unit. During emergencies supervisor may assign other duties and other work sites.</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.

Work is performed in an office setting and includes extended sitting time at a computer terminal, involvement in telephone conversations, research in manuals, writing various documents, bending, stooping and stretching to reach/ obtain / maintain inmate files. The worker must be able to move full boxes that may weigh 35 pounds. This position is subject to response during working and non-working hours to emergencies within the Department and is subject to assignment to other areas of the department including inside a correctional facility. This position is located at Coffee Creek Correctional Facility, OISC Records Office, Building Z, Wilsonville, Oregon.

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.

DOC Rules, Policies and Procedures	Oregon Revised Statutes	Oregon State Archives Directives
DOC Administrative Directives	Offender Information System	Attorney General Opinions/Case Law
Oregon Administrative Rules	OISC Office Manual	

- b. How are these guidelines used?

These guidelines are used to assure compliance with applicable regulations and standards for equal and consistent treatment of inmates; assist in applying the policies and procedures, and to apply these interpretations to specific situations. While these guidelines cover basic situations, they do not provide or supply answers to the many combinations of problems that the incumbent must resolve.

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 DOC staff	Phone/in person/email	Information sharing	Daily
General Public	Phone/mail	Informational	Occasional
Other law enforcement agencies	Phone/mail/email	Operational	Occasional

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are specifically related to ensuring the smooth operation of the OISC Central Unit, the maintenance of tracking systems and logs, prioritization of work and completion of tasks. Process decisions are required that help to move and gather offender information into an organized filing system for use by the OISC Central Unit and Institution Branch offices.

Decisions specifically related to the release of offender information, poor decision-making may result in:

1. Litigation against the OISC Unit and/or Department of Corrections.
2. The potential for compromising the security of the Department and individuals in the community.
3. Increased security risk to ODOC employees and other institution staff.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Principle Executive Manager B	0024003	Discussion with employee	Weekly	Provide guidance and direction

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:

- Nature of work requires initiative and ability to perform without constant direct supervision.
- Must understand and adhere to the highest standards of confidentiality.
- Must be able to respond and perform well within a constantly changing work environment.

- Must be able to participate in a cooperative team environment and make positive contributions.
- Must have working knowledge and ability to work with Microsoft Office suite of software programs.

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

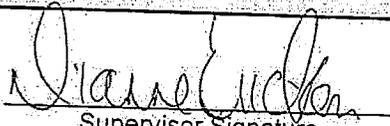
Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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 4-3-12
Date

Appointing Authority Signature Date