



STATE OF OREGON
POSITION DESCRIPTION

NOTE: This position is now part of the Offender Management and Rehabilitation (OMR) Division based on April 2012 DOC organizational. Section 2(a) may be updated at a future date.

Agency: Oregon Department of Corrections

Facility: Transition and Release/Dome Building

[] 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: Program Analyst II
b. Classification No: 0861
c. Effective Date:
d. Position No:
e. Working Title: Transition Coordinator
f. Agency No: 29100
g. Section Title: Transition and Release
h. Budget Auth No: 0009991900
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City - County):
l. Supervisor Name (Optional): Cindy D. Booth
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] Full-Time [X] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [X] Non-Exempt
If Exempt: [] Executive [] Professional [X] 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 Offender Management and Rehabilitation (OMR) Division is responsible for carrying out the DOC mission to reduce the risk of future criminal conduct in those offenders incarcerated in prison and transitioning to communities and other states. The Division impacts over 14,500 inmates in state prisons and over 35,000 felony offenders in the community, and encompasses 11 units which, combined, oversee an inmate's correctional plan from the time the offender's judgment is ordered, to their release to the community. This Division provides a continuum of evidence-based program interventions, as well as other services, opportunities and tools to enhance inmate transition to community corrections supervision. OMR is responsible for: inmate intake processing; offender information & sentence computation; classification and transfer; correctional case management; institution programs, treatment, and offender management services policies and operations; alcohol & drug treatment; cognitive restructuring; education; inmate services; religious

services; inmate work programs; and transition and release. Total Division budget exceeds \$68 million for the 2011-13 biennium.

Transition and Release is a major state program of release planning services to inmates housed in DOC institutions, the Oregon Youth Authority, Oregon inmates housed out-of-state, and inmates under the custody of another state serving a concurrent Oregon sentence.

Transition and Release also provides transition programming to inmates housed in institutions designated as releasing institutions; oversees the state's Alternative Incarceration Programs (AIP) ensuring consistency among all program services within institutions; manages federal grants; and, oversees the design, implementation, and quality assurance of division and department services, initiatives and projects concerning offender transition, reentry efforts and community supervision. Transition and Release is responsible for partnering with department staff, other state, federal and local agencies, and community organizations to improve offender success in their transition from incarceration to the community.

The Oregon Department of Corrections is an innovative leader in the field of corrections and community safety, and has been nationally recognized for accomplishments in all six components of the Oregon Accountability Model.

- 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:

Direct, manage, and coordinate all activities for the department's transition/reentry efforts at the Shutter Creek Correctional Institution (SCCI). Manage the implementation of new reentry curricula and services components. Identify and solve problems relating to the successful transition of inmates from institution to community. Develop and implement reentry components that are consistent with sound corrections policy to enhance inmate transition. Activities typically involve collaboration and coordination with other state agencies, private agencies, and local government.

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.

Affirmative Action: In support of the Oregon Accountability Model and the Department's Affirmative Action goals, all Management and Executive Service employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and coworkers with dignity and respect creating a work environment where individuals' differences are sought and valued.

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
75	R	E	Conducts needs assessment to determine what resources and services each inmate participating in the program will need. Delivers components of the curriculum such as Employment, Working with PO, Family, Financial Management, etc...and facilitates group discussion. Records data; tracks participants and participation detail. Meets with release counselor and PO to discuss inmate progress and activities; identify special needs; and coordinate PO reach-in. Works with resource providers to create linkages to needed services.
15	N	E	Establishes and maintains good working relationships with community partners and resource providers. Develops and coordinates schedules for all volunteers reaching into the institution for program delivery. Facilitates paperwork process for institution entry and ID cards.
5	NC	E	Participates in institution meetings as requested. Participate on interview panels and recommends hiring of various staff. Participates on committees representing the Offender Management and Rehabilitation Division. Interacts with private citizens' social service groups and criminal justice agencies. Provides presentations to department staff, criminal justice agencies, and community partners. Prepares reports and recommendations to administrator and executive level staff. Performs other duties as designated by the administrator of the Transition and Release Unit.
5	NC	E	Performs routine/frequent area searches and submits documentation of results to supervisor. Supervises inmate clerks who provide clerical support to the transition arena. Performs routine and frequent searches of the inmates work area. Performs and submits routine inmate counts.

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.

All work performed within a secure adult prison which requires extensive contact with inmates; numerous meetings and some travel; stress with deadlines for various work products. Expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; 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.

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 and Policies
Oregon Administrative Rules
Oregon Revised Statutes
Road to Success Curricula

b. How are these guidelines used?

Reference documents

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 staff in all divisions & levels	In person, phone, correspondence, e-mail	Present and/or obtain information, participate in work groups	Daily
Community Corrections directors & field staff	In person, phone, correspondence, e-mail	Present and/or obtain information, participate in work groups	Frequently
Inmates & offenders	In person, Correspondence	Present information, lead classes, respond to inquiries	Daily
Board of Parole & Post-Prison	In person, phone, correspondence, e-mail	Present and/or obtain information, participate in work groups	Frequently

Supervision Citizens, victims, inmate family members	In person, phone, correspondence, e-mail	Present and/or obtain information	Frequently
Other state and local agencies	In person, phone, correspondence, e-mail	Present and/or obtain information, participate in work groups	Frequently

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions involve program planning, coordinating and implementation which are critical in meeting established performance objectives consistent with the agency's mission.

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".

Principal Executive Manager E	8700.137	In person & document review	as needed	Assist in developing program goals and priorities. To determine progress in meeting time frames.
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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? None

- | | |
|--|---|
| <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:

The position requires strong verbal and written skills, expertise facilitating group dialogue and planning activities, and the ability to effectively communicate program goals.

It requires the ability to establish and maintain harmonious working relations with the public, fellow workers, other governmental jurisdictions, professionals, and representatives of special interested groups. It requires strong organizational skills.

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.

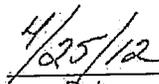
SECTION 12. SIGNATURES

Employee Signature

Date



Supervisor Signature



Date

Appointing Authority Signature

Date