



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
7/26/2011**

Agency: Oregon Department of Corrections

Facility: EOCI

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Executive Support Specialist</u>	b. Classification No: <u>C0118</u>
c. Effective Date: _____	d. Position No: <u>8900104</u>
e. Working Title: <u>Management Assistant</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Correctional Rehabilitation</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>AAON</u>
k. Work Location (City – County): <u>Pendleton - Umatilla</u>	
l. Supervisor Name (Optional): <u>Brigitte Amsberry, Assistant Superintendent of Correctional Rehab.</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

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 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.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The 58-acre institution property is highly visible to the public inasmuch as it is located between the two

major access routes to Pendleton and within the city limits. EOCl operates with a biennial budget of approximately \$50 million, with a full time staff of 438. The buildings are appraised at \$45,620,270 and the land is valued at \$1,201,333.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult male felons meeting medium-security classification requirements. The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are also available in the form of education, leisure-time activities, meaningful work assignments, and participation in special needs programs. The fundamental value in the prison continuum is the principle that the least restrictive method be used to manage inmate behavior, consistent with public safety. This position exists within the security section of Eastern Oregon Correctional Institution (EOCI). The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with five thousand feet of an electronic perimeter security system.

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:

The purpose of this position is to provide and coordinate confidential executive support in order to assist the Assistant Superintendent – Correctional Rehabilitation in carrying out their function of providing effective management and supervision of the various sections within the Correctional Rehabilitation Department at the institution. This position's mission is to ensure that the Assistant Superintendent – Correctional Rehabilitation's office is ran in an orderly manner. The position functions as an emissary with other section managers on behalf of the Assistant Superintendent to disseminate information to all staff and provide support. This position also provides back-up services for the Executive Support 2 position in the Superintendent's office, Executive Support 1 position in the Assistant Superintendent - General Services office, and provides assistance to the Correctional Rehabilitation Manager. This position requires the ability to work as part of a team and on multiple time-sensitive tasks simultaneously.

SECTION 3. DESCRIPTION OF DUTIES

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
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
		E	Assistant Superintendent Support - Frequently, these matters require a high-level of confidentiality, discretion, and professionalism. Coordinates the Assistant Superintendent's schedule and activities; arranges, organizes and coordinates meetings, set appointments and make arrangements for meetings. Arranges travel itinerary and accommodations. Coordinates and schedules various Video and Phone Conferences.
		E	Receives, opens, and distributes mail addressed to the Assistant Superintendent of Correctional Rehabilitation, reviewing and determining how to handle or forward. Acts as the communication link between the Assistant Sups office and

		the public, inmates and their families, Union Representatives, other state agencies. Develops and maintains an efficient record keeping and filing system of confidential and non-confidential material. Maintain and oversee the retention of employee-related files for the Correctional Rehabilitation section under the supervision of the Assistant Sup. Purge manual and electronic records.
	E	Prepare correspondence, memorandums and reports, including those of a confidential, technical or legal nature for the Assistant Superintendent – Correctional Rehabilitation, Superintendent and the Director of Corrections, by independently researching, investigating, assembling and composing responses for signature, including: Grievances, inmate correspondence, Tort Claims, Discrimination Complaints, and public correspondence /concerns. Uses independent judgment to compose responses for the Assistant Superintendent – Correctional Rehabilitation in response to incoming mail. Independently research, locate, assemble and summarize material from a variety of sources to provide special, often times complex reports for Administration, Director's Office and Governor's office; Prepare Performance Management Evaluations, Employee Performance Appraisals, Position Descriptions, and EOCI Procedures for the Assistant Superintendent – Correctional Rehabilitation, Correctional Rehabilitation Manager and Corr. Rehab. staff, using judgment to independently edit and summarize material for review and approval.
	E	Receives visitors, answers inquires and responds to complaints, resolves problems, provides information to outside callers or visitors while emanating a courteous and professional demeanor and requiring extensive background knowledge of the organizational structure, policies and procedures and philosophy.
	E	Perform all duties as the Institution's ID Card Coordinator (permanent and temporary ID cards and key chits) for all Employees, Contractors, and Volunteers.
	E	Serve on the Institution's Employee Awards committee ensuring nomination forms are sent out for completion, composing letters and award certificates, and order plaques for the employees of the year. Compose yearly nomination letters to the Department Awards Committee.
	E	Provide confidential administrative and technical support including coordinating and monitoring, preparing, maintaining, tracking, and processing personnel actions, timesheets, leave requests and expense statements for those supervised by the A/S C/R which includes the Correctional Rehabilitation Manager and Office Specialist 2 in Support Services, and the Minority Affairs/Grievance Officer; provides monthly leave accrual reports to the Assistant Superintendent.
		Coordinates and oversees the Correctional Rehabilitation section Performance Evaluations and timely processing. Tracks the required furlough hrs for the Correctional Rehabilitation section. Evaluate position descriptions for consistency with class specifications and update as needed. Maintain, track and process position descriptions as needed.

		E	<p>Explain rules and answer Inmate Communications regarding various requests, book writing requests, and artwork requests by providing copies of rules, forms, and authorization from Assistant Superintendent.</p>
		E	<p>Establish, set up and coordinate recruitment-related duties: revise and submit job announcements, requests to fill; develop and set up interview process with appropriate forms, documents, hire letters, termination letters, and required personnel forms.</p>
		E	<p>Provides technical assistance and guidance related to hiring practices and personnel matters; explains and/or clarifies rules, policies and procedures for recruiting, hiring, Contract Language, and salary exceptions which may include highly sensitive or confidential subject matters or re-route as needed. Recommend appropriate compensation rate based on applicants pay and benefits and submit authorization for salary approvals as needed.</p>
		E	<p>Participates in monthly Institution meetings regarding the Enrichment and Incentive Committees regarding pending items and assignments. Takes and prepares meeting minutes and responsible for completing assignments given during the meeting.</p> <p>Responsible for coordinating the Enrichment Program including soliciting and scheduling volunteers in the community to provide workshops, presentations, video or slideshows that are informational, cultural, including art, music, travel and hobby based material in order to expose inmates to a variety of interests. Responsible for escorting the volunteers to and from the workshops which may include working evenings from 6:00 pm to 9:00 pm.</p> <p>Arrange for Enrichment Workshop location, add workshop date and time to location calendar on Outlook, develop proposal for A/S Correctional Rehabilitation signature, Operations Capt signature, and Superintendent signature; Create announcement flyer to be posted on Units for participation; prepare visitor authorization; create and track inmate communications to attend; enter inmates from the list to attend onto the call outs the day before the event.</p> <p>Incentive Committee – enter inmate proposals into the tracking system. Add inmate information to a proposal form. Send thank you response back to inmate and forward a copy to the Corr. Rehab. Mgr's OS2. Add the proposal to the agenda.</p> <p>Inherent custodial duties include the responsibility for personally handling inmate incidents while employee is inside the secure perimeter. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, and contraband, and documenting unusual incidents as they occur; follow and enforce established security procedures at all times. Troubleshoot office and security equipment problems; arrange for repair; report any facility structural problems to maintenance. Ensures office waste is shredded to protect confidentiality; assesses needs and coordinates purchasing of supplies and equipment.</p> <p>Other assigned duties within this classification to assist with the daily required needs of the institution.</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.

Office is located outside the security area, however, work demands and coverage of other positions requires entrance within the secure area of a medium-security penal institution on a daily basis. Threat of physical abuse, assault, riot, and other risks inherent in prison environment are present. Interaction with inmates is on a daily basis. The employee is responsible for following and enforcing all established security procedures at all times.

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 Oregon Corrections Department Rules and Policies and EOCI Procedures. Must attend required Department of Corrections training and use information received in training in the day-to-day activities of position.

b. How are these guidelines used?

Serves as a reference resource to public and other staff, and provides necessary knowledge needed to work in a Correctional Institution.

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>			
EOCI Administrators, Corr. Rehab. Manager	Person/Phone/ E-Mail/Written	On behalf of the Asst. Supt. – Corr. Rehab.	Daily
Corrections Depart/ Administrators, Corr. Rehab. Managers	Person/Phone/ E-Mail/Written	On behalf of the Asst. Supt. – Corr. Rehab.	Daily
Inmates	Written/Person	On behalf of the Asst. Supt. – Corr. Rehab., answer Inmate communications/Withdrawal Requests/Package Authorization	Daily
General Public	Person/Phone/ E-Mail/ Written	On behalf of the Asst. Supt. – Corr. Rehab., gather information/answer requests, questions on EOCI procedures, rules and policies.	As required
Liaison/Information/Opera tions	Person/Phone/ E-mail/Written	On behalf of the Asst. Supt. – Corr. Rehab.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions related to their daily workload and priorities of duties. This position uses independent judgment to ensure deadlines are met and information is disseminated to appropriate staff. Decisions made from this position are a direct reflection of the Assistant Superintendent – Corr. Rehab. and the policies, directions, opinions, and the Administration of the institution, always using the Oregon Accountability Model. Daily decisions are made using self judgment in answering inmate communications providing direction, guidance to inmates to assure they are following the Inmate Communications Routing Guide to provide them with the proper authority for contact; provide inmates with proper forms upon request with required explanation and samples; answering inmate questions regarding rules, art materials allowed into the institution, books, magazines, preferred housing, non-cash incentive policies, writing and creating books, articles, and/or art for sale outside the institution. The effect of these decisions allows the inmates to proceed with their request/task/assignment and helps assure the inmates adhere to the rules, procedures and policies of the Department of Corrections and EOCI.

This position works independently and makes decisions regarding course of action while coordinating and prioritizing projects for the A/S of Corr. Rehab. and determining the urgency of a given situation that may need the management teams immediate attention. This position must make decisions in interpreting laws, rules, policies and procedures and apply those interpretations to resolve problems that occur. An incorrect decision could cause delays in meeting agency deadlines, create friction between departments and staff members, alienate the community or legislative body, inappropriate use of section funds and personnel related actions not being processed within required timeframes. This position makes time sensitive decisions regarding completion of special assignments. Have the ability to work effectively under pressure of deadlines, disruptive conditions, and changing priorities.

This position makes daily decisions regarding inmate, staff, agency, media, and local law enforcement issues. The decisions made directly impact each of these areas and affect all aspects of inmate incarceration, agency operations, media relations, and public perception.

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>				
Principal Executive Manager F	6000627	Direct Supervision	As needed	Compliance/Performance

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 checked="" 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 checked="" 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 position requires the incumbent to have well-developed communication skills (verbal and written); ability to concentrate on several different tasks for sustained periods of time; investigative skills; conflict resolution skills; ability to manage multiple programs requiring substantially different program knowledge and the balancing of multiple, competing program demands, and also the ability to monitor activities in those programs. Requires a detailed knowledge of institutional operation. In addition, this position requires the exercise of independent discretion, judgment, and decisions within the framework provided by written rules/procedures and verbal/written instructions from supervisors. May conduct research and coordinate special computer or statistical related projects at the discretion of the Assistant Superintendent or Superintendent.

The Oregon Accountability Model is based on a strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Staff's job is to move inmates from anti-social to pro-social citizens, and staff's interactions with inmates on a daily basis are, without a doubt, our most powerful tool to reinforce pro-social behavior. Thus, the nature of DOC staff relationships and communications with those we have been charged to keep secure and change are core to the Department of Corrections' success. Since relationships and respect are built through repeated experiences and communication about those experiences, then what staff 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 supports the Oregon Accountability Model through their day-to-day interactions with others.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position: N/A

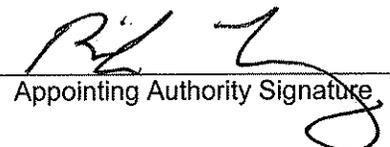
BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

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>		
N/A	N/A	N/A

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	<u>7/28/11</u> _____ Date
 _____ Appointing Authority Signature	<u>7-27-11</u> _____ Date		