



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:  
3/28/2022

Agency: Oregon Youth Authority

Facility/Operational Area: Central Warehouse @ MYCF

New       Revised

## This position is (Service Type):

- Classified (C)
- Unclassified (U)
  - Executive Service (Z)
  - Supervisory
  - Non-Supervisory
- Management Service (X)
  - Mgmt Svc - Supervisory (MMS)
  - Mgmt Svc - Managerial (MMN)
  - Mgmt Svc - Confidential (MMC)

## SECTION 1. POSITION INFORMATION

a. Classification Title: Supply Specialist II	b. Classification No: C0759	
c. Effective (Established) Date: 12/17/2007	d. Position No: 0793153	
e. Working Title: Supply Specialist II	f. Agency No: 41500	
g. Section Title: Central Warehouse	h. Budget Auth No:	
i. Employee Name:	j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input checked="" type="checkbox"/> SEIU (OAI)	
k. Work Location (City/County): Woodburn / Marion		
l. Supervisor Name: Troy Britting		
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 type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:  Yes  No

**ORS 238.005(s)** Employees at youth correction facilities as defined in ORS whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

**ORS 238.005(t)** Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.

Yes  No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18<sup>th</sup> birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

## 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 MacLaren Youth Correctional Facility is a secure juvenile correctional facility with a budgeted capacity of 264 youth in custody receiving services for varied programs.

- 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 primary purpose of this position is the purchase, disposition and delivery of goods and supplies to all OYA facilities while keeping accurate records of all transactions.

The procurement of goods and supplies is accomplished by following the Department of Administrative Services Purchasing Guidelines. The methods of procurement vary from one time purchases, to three bid solicitations, to formal solicitations which results in multi-year contracts. The methods of payment used are credit card transactions, purchase orders and agency transfers.

The delivery of goods and supplies is accomplished by arranging for drop shipment of the items at different facilities or by receiving the items at a central warehouse and arranging further transport. The central warehouse receives, rotates, loads and delivers the equivalent of several pallet of goods on a daily basis.

The accurate accounting of all these transactions is accomplished by carefully following procedures and being detail-oriented in all work.

This position accomplishes the mission of OYA by providing training and supervision of youth workers in a warehouse environment.

### SECTION 3. DESCRIPTION OF DUTIES

*Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:*

*Perform position duties in a manner that aligns with the agency's core values and 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 positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.*

**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.**

**Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.**

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

% of Time	N/R/NC	E/NE	DUTIES
40%	R	E	<b>Procurement:</b> Purchase supplies using a variety of methods which include the use of the Oregon Procurement Information Network (ORPIN), Oregon's Advanced Purchasing and Inventory Control System (ADPICS) and the use of the Small Purchase Order Transaction System (SPOTS). These methods require extensive product research and the centralization of most agency purchases under \$5000 to the warehouse accounts for a large percentage of their work.
20%	R	E	<b>Youth Supervision:</b> Supervise, role model for the train youth to perform warehouse duties which include: fill orders, stock incoming supplies, load trucks, check inventory levels to assure supplies are adequate, receive incoming deliveries, assist with preparing surplus for property disposition and maintain the cleanliness of the warehouse. <b>Note:</b> While this accounts for 20% of their workload, other duties are performed while the youth are being supervised. The supervision is done 80% of the staff's work time.
20%	R	E	<b>Delivery:</b> Transport and pick up supplies to facilities throughout the state.
10%	NC	E	<b>Customer Service:</b> Assist staff w/purchases and product information via phone, electronic or personal communication.
5%	N	E	<b>Surplus Property:</b> Transport and prepare property to be re-sold, recycled or discarded via agency and/or state surplus.
5%	R	E	<b>Other duties as required</b>
<b>100%</b>			

## 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 requires lifting up to 50 pounds and maneuvering up to 2000 pounds with a hand pallet jack. At times, duties must be performed in inclement weather. A valid Oregon driver's license and the ability to operate a forklift, a powered hand jack and a truck with a left gate are required.

This position is located in a close custody facility which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to assure custody, control and supervision of youth. Security and control take priority over all responsibilities. The employee in this position must be constantly vigilant and aware of potential breaches to safety or security and is required to initiate immediate and appropriate response to such breaches.

MacLaren is tobacco free environment.

Staff is expected to be a positive example and role model for other staff and youth. The staff is to be supportive of OYA's mission and MacLaren Youth Correctional Facility's policies and procedures. Being a positive role model includes, but is not limited to: reliability; dependability; regular and punctual attendance, in order to provide consistent services and provide public safety, neat personal appearance; the treatment of all people with respect; and being a law-abiding citizen. Each employee is to provide a positive, affirming environment which values their fellow employees and the people they serve.

Staff will have daily contact with youth and others who exhibit hostile, argumentative, and assaultive behavior. This position is expected to enforce rules and may need to physically restrain youth.

Primary responsibility for every MacLaren employee is for the safety, health and wellbeing of youth. All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

## 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.**

Oregon Accounting Manual  
Oregon Administrative Rules  
Oregon Revised Statues  
DAS Purchasing and Contracting Rules and Guidelines  
Oregon Youth Authority Policy Manual  
MacLaren YCF Procedure Manual  
OSHA requirements  
Department of Motor Vehicle Codes

b. **How are these guidelines used?**

As reference materials and guidelines to ensure policies, procedures and actions are correct and legal.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How Often
Agency Staff	Person/Phone/Email	Answer product questions, explain purchasing, shipping, delivery and surplus property procedures.	Daily
Vendors	Person/Phone/Email	Order supplies, resolve conflicts, research prices and products.	Daily
Management Staff	Person/phone/Email	Obtain authorizations, explain purchasing procedures.	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

The procurement decisions made directly affect OYA's expenditures and the quality of life for the youth. Other decisions involving inventory directly affect the availability of necessary product for day to day operation so fall facilities. The decisions involving the supervision and training of the youth affect the safety of those around the warehouse and the clients served.

## SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

*Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Executive Manager	0610012	Direct supervision, review of work, regular contact with staff who receive work product of position.	Daily and annually	To ensure quality service.

## 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?

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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 and 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:

- Computers skills
- Possess a valid driver license and acceptable driving record

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

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
NA		

## 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

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Employee Signature

Date

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Supervisor Signature

Date

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Appointing Authority  
Signature

Date