



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
10/27/2017

Agency: Oregon Youth Authority

Facility/Operational Area:

☐ 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: | Youth Facility Supervisor 2 | b. Classification No: | 7606 |
| c. Effective (Established) Date: | | d. Position No: | 0795769 |
| e. Working Title: | Living Unit Manager 2 | f. Agency No: | 41500 |
| g. Section Title: | | h. Budget Auth No: | 613580 |
| i. Employee Name: | | j. Union Repr. Code: | <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXN) <input type="checkbox"/> SEIU (OA) |
| k. Work Location (City/County): | Woodburn/ Marion | | |
| l. Supervisor Name: | Mike Fry | | |
| m. Position: | <input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time | <input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time | <input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent <input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share |
| n. FLSA: | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative | o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

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

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

ORS 238.005(19)(u) 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 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 18th 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.**

This position is part of the OYA Facility Services which provides secure custody and reformation programming in 10 facilities located throughout Oregon for youth who would represent an unacceptable public safety risk in less- restrictive environments. OYA facilities' programming promotes youth accountability, youth participation in evidence-based treatment, educational and vocational achievement, victim restitution, and community service.

All positions engage in the development and maintenance of a Positive Human Development culture. This culture provides a physically and emotionally safe and secure environment, fosters caring and supportive relationships, provides high expectations and accountability, and encourages meaningful participation and connection to communities with the goal of public safety and positive youth outcomes.

- 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 manages the daily operations and logistics of a 24/7 close custody living unit and assists the Superintendent in daily operations of the youth correctional facility. It directs and supervises unit staff who provide daily supervision, control and treatment of adjudicated youth at OYA and youth from the Department of Corrections in a secure correctional facility. Takes action to ensure the effective and efficient operation of the living unit and facility through the use of policy, procedures, preparation of budget request and controls and accountability of delegated responsibility. Assists the Superintendent with strategic planning for the facility and the agency. It facilitates the OYA Performance Management System (OPMS) for the facility, serves as site coordinator for Performance based Standards PbS), and acts as the Prison Rape Elimination Act (PREA) Compliance Manager. Performs Officer-of-the-Day (senior manager-in-charge) duties and serves as Acting Superintendent during absences.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

General Expectations: *Employees will do the following:*

Employees are expected to be a positive example and role model for other staff and youth and to engage in the OYA culture of Positive Human Development. This culture provides a physically and emotionally safe and secure environment, fosters caring and supportive relationships, provides high expectations and accountability, and encourages meaningful participation and connection to communities with the goal of public safety and positive youth outcomes.

Contribute to and promote a positive work environment that enables all employees to perform their work assignments to their fullest potential free from intimidation, harassment and/or discrimination and are treated with dignity and respect. Employees will recognize the value of individual and cultural differences, and create a work environment where individuals' differences are valued.

Employees will comply with OYA 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; treating all humans 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.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

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.

Understand EEO, AA, Diversity and Cultural Competency principles, and the agency's AA Plan goals and objectives. Develop and implement strategies to meet goals and objectives; and report annual efforts, successes and/or accomplishments during the period.

Promote and support the value the agency places on EEO, AA, Diversity and Cultural Competency Principles through individual actions and dealings with employees, applicants, stakeholders, community partners, clients or youth.

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.

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 |
|-----------|--------|------|--|
| 55% | | E | <p>Develop and implement processes, structures, and work schedules that support staff engagement. Promote staff involvement in all aspects of daily living, treatment and skill development in order to meet the agreed upon treatment goals, objectives and targets. Develop processes to monitor and measure performance.</p> <p>Develop and monitor unit schedules to ensure that youth are receiving the services identified on their case plan. This includes ensuring that treatment groups, skill development and other priorities on the unit are covered by the staff assigned to the unit.</p> <p>Problem solve scheduling difficulties with the facility staff schedulers and unit leaders to ensure campus operations run smoothly and youth are in identified programming. Hold employees accountable for following campus schedules.</p> <p>Develop unit guidelines and protocols to create a safe environment on the unit. This includes creating and monitoring specific safety and security measures and outcomes at the unit level and developing mechanisms to engage staff and youth in creating and implementing solutions.</p> <p>In coordination with the QMHP develops unit guidelines and protocols to inform the living unit on best practice approaches in dealing with trauma based reactions. This include processes for ongoing information sharing and feedback to the MDT, and living unit staff on youth specific triggers with accompanying most effective staff response.</p> <p>Develop employees by working with employees on an individual and team basis to identify training opportunities. Work with facility schedulers to ensure employees are able to attend activities and trainings identified by annual performance appraisal goals. Create tracking mechanisms to report development progress to leadership.</p> <p>Develop supervisory relationships with staff through direct observation and supervision of staff's work with the youth, providing clear expectations and feedback on performance regarding their communication, engagement and management of youth.</p> <p>Through consistent messaging, in meetings, one on one, email, and signage on the unit reinforce the "why", "how" and "key concepts" of facility services to ensure that staff are aware and understand their role and the mission, vision, values and culture of the agency.</p> <p>Facilitate community groups, one on one meetings, primary time, and other activities to allow for youth and staff to have meaningful participation in the program.</p> <p>Develop and maintain active youth connection to their communities through creating opportunities for volunteering and other activities for the youth and staff.</p> <p>Assign staff all tasks necessary to ensure that the living unit is a clean and organized environment free from clutter and contraband.</p> |

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|--|
| | | | <p>Work closely with all assigned employees, keeping them informed and allowing for input on living unit decisions. Develop communication among living unit staff by providing pertinent information verbally, through written communication in the living unit log, or through email. Ensure that all assigned employees are aware of all pertinent administrative decisions and key agency initiatives.</p> <p>Schedule and facilitate monthly staff meetings to ensure communication, consistency, coaching and mentoring of staff and to foster a unit culture of Positive Human Development.</p> <p>Complete all necessary Human Resource related documentation for assigned staff such as payroll, FMLA, SAIF, and performance appraisals when due (annual, temporary or special).</p> <p>Recruit and make hiring recommendations to the Superintendent. Develop position descriptions for each assigned staff, defining and assigning individual responsibilities and expectations</p> <p>Meet regularly with each staff and more frequently with all new staff, and when necessary to coach, mentor, train and discuss their strengths and weaknesses, and keep current written documentation on all conferences. Develop schedule for supervisory review and document all supervisory conferences.</p> <p>Respond to, review, investigate and resolve incidents of alleged staff misconduct with support from and in coordination with Professional Standards Office and Human Resources. Initiate progressive discipline when necessary. Ensure direct supervisor is informed and part of the process.</p> <p>Respond to, review, investigate and resolve youth grievances, reports of allegations of abuse or mistreatment and reports made through Professional Standards Office.</p> <p>Ensure that all newly assigned employees have completed the facility orientation program, been oriented to the rules and procedures of their assigned living unit, and read and signed off on all applicable policy/procedure manuals. Ensure that all assigned employees remain current on all required trainings including annual updates and iLearn trainings.</p> <p>Participate in treatment/development groups in order to review staff's level of professionalism and effectiveness.</p> <p>Evaluate living unit functioning through direct interaction with youth to ensure that safety, security and supervision are in compliance with policies, procedures and best practices.</p> <p>Monitor living unit operations to ensure that no youth is psychologically or physically abused. Report all allegations of abuse.</p> |

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|--|
| | | | <p>Ensure that all other necessary unit operational needs are met either directly or through subordinates, including but not limited to: coordination with Physical Plant Operations to ensure a well maintained and safe living unit, daily counts (youth, sharps, meals) etc....</p> <p>Monitor and manage the living unit budget, including services and supplies, and miscellaneous items.</p> |
| 15% | NC | E | <p>Ensure, through subordinate employees, that youth are provided professional case management, meeting expectations outlined in the Assessment, Multidisciplinary Teams, and Case Planning policies, the OYA Multidisciplinary Team Standards document, and the OYA Case Planning Documentation Standards document.</p> <p>Work with MDT to ensure the living unit behavior management system including any point/level, or grading and tag system and tag or level reviews are effective and developmental in their approach and appropriate documentation is completed.</p> <p>Ensure, through subordinate employees,, that family visitation and youth contact with family occurs according to policy and is treated as a high priority.</p> <p>Ensure, through subordinate employees and partners, that all the youth's development, educational, vocational, recreational, religious and cultural needs are met and that all state and federal educational standards are enforced.</p> <p>Ensure that youth rights are protected including but not limited to the unhindered access to: mental health services, grievance forms and the grievance process, the youth safety Hot Line, contact a legal representation, a law library, and that they receive proper treatment and due process in isolation or on special program placement</p> |
| 25% | | E | <p>Management Team Is a member of the facility-wide Management Team. Take action to ensure the effective and efficient operation of the facility through the use of policy, procedures, budget controls and accountability of delegated responsibility. Assist the Superintendent with strategic planning for the facility and the agency.</p> <p>Facilitate the OYA Performance Management System (OPMS) for the facility. This is a comprehensive system that supports OYA's mission, vision, and values by monitoring activities, outcomes, and processes, structuring new initiatives, and solving problems. This includes facility wide data collection on process and outcome measures, the requirement to analyze and present the data and findings to the facility administration team and to coordinate needed process improvements related to measures needing improvement or remedy.</p> <p>Act as the Performance based Standards (PbS) site coordinator ((PbS is a set of national standards which establish the highest quality practices and most effective research-based services for juvenile facilities); which includes the facility wide data collection of PbS measures, does analysis and presents the data and findings in coordination with the PbS coach and Facility</p> |

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|---|
| | | | <p>Services administration to the facility administration team; coordinates needed facility improvement plans.</p> <p>Act as the Prison Rape Elimination Act (PREA) Compliance Manager for the facility to ensure that the facility is meeting all PREA regulations, coordinates with the agency PREA coordinator to plan and carry out PREA audits at the facility.</p> <p>Serve as Acting Superintendent in the absence of the Superintendent to perform the essential responsibilities of direction and management of the operations and delivery of services at the facility. This includes ensuring program operation and practice, managing facility budget and expenditures, ensuring appropriate maintenance and improvements to the facility and grounds, maintaining facility organization and communication, overseeing personnel issues including disciplinary actions, supervising all staff facility-wide and community relations.</p> <p>Serve as Officer-of-the-Day (OD), senior manager-in-charge, of the youth correctional facility after normal business hours and on weekends. This entails, amongst other duties, being on-call 24/7 during the OD shift, responding to the facility for emergencies, performing random inspections, performing PREA walkthroughs, performing isolation reviews and hearings, and reporting any major incidents to the Superintendent, Assistant Director of Facility and/or the OYA Director.</p> <p>Member of facility-wide committees/groups such as the Employee Support Team and the facility Safety Committee.</p> <p>Participate on statewide work groups and committees as assigned.</p> <p>Attend and participate in statewide leadership meetings and trainings which may include travel outside the facility. Transport youth as needed.</p> |
| 5% | | | Other duties as assigned. |
| 100% | | | |

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 OYA locations are tobacco-free environments.

Employees are subject to recall during facility emergencies. May deal with angry and hostile family members and visitors.

Daily contact with youth and others who may exhibit hostile, assaultive behavior. This position is expected to enforce rules and may need to physically restrain youth.

Maybe subject to a hostage situation.

There is potential exposure to communicable diseases. The consistent and effective use of appropriate infection-control materials and techniques is required.

Travel is required to attend meetings, participate on committees, and transport youth as needed.

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.

OYA mission, vision and core values
Federal rules and guidelines
Oregon Revised Statutes (ORSs)
Oregon Administrative Rules (OARs)
OYA policies and procedures
Facility local protocols
Performance Based Standards (PbS)
SEIU Collective Bargaining Agreement

b. How are these guidelines used?

Exercises a high level of discretionary problem solving and decision making regarding the management and administration of a juvenile corrections facility for youth. Decision making is in compliance with federal and state regulations and laws.

References to policies, procedures, OARs and ORSs are necessary in carrying out the duties of the position. Professional references and guidelines provide conceptual frameworks often without specific solutions.

b. How are these guidelines used?

Exercises a high level of discretionary problem solving and decision making regarding the management and administration of a juvenile corrections facility for youth. Decision making is in compliance with federal and state regulations and laws.

References to policies, procedures, OARs and ORSs are necessary in carrying out the duties of the position. Professional references and guidelines provide conceptual frameworks often without specific solutions.

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 |
|---------------------------------|------------------------|--|-----------|
| Youth | Person | Supervise, observe, process, instruct | Daily |
| Youth families | Person, written, phone | Program contact | Weekly |
| Superintendent | Person, written, phone | Information, coordination, facility planning | Daily |
| Facility staff | Person, written, phone | Youth information, youth health needs, program content, staff training and development | Daily |
| OYA mental health professionals | Person, written, phone | Youth needs | Daily |

| Who Contacted | How | Purpose | How Often |
|---|------------------------|----------------------------|-----------|
| OYA Central | Person, written, phone | Information, facility need | Daily |
| OYA Human Resources | Person, written, phone | Information, coordination | As needed |
| OJTA | Person, written, phone | Staff training needs | As needed |
| JPOs/Field Supervisors | Person, written, phone | Program contact | Daily |
| County Juvenile Courts and Juvenile Departments | Person, written, phone | Seek and give information | As needed |
| Oregon State Police and local law enforcement | Person, written, phone | Report incidents | As needed |
| SEIU representatives | Person, written, phone | Staff/contract information | As needed |
| Department of Corrections | Person, written, phone | Information, coordination | As needed |
| Community partners | Person, written, phone | Program contact, tours | As needed |
| Public/media | Person, written, phone | Information, coordination | As needed |

SECTION 7. POSITION RELATED DECISION MAKING

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

Responsible for the overall management and direction of a youth correctional facility living unit. Decisions made by this position include interpretation of rule, law and legislation; budget recommendations; policy writing and recommendations; program development and evaluation; and personnel and staffing recommendations for the facility.

All job-related decisions have a significant impact on the health, safety and security of staff and youth in the facility.

Participates as a member of the facility Management Team, providing on-site management coverage during evening and weekend hours. Serves as OD for the facility; responding to emergencies, youth incidents, staffing issues and other issues as they arise. Serves as Acting Superintendent, as assigned, when the Superintendent is unavailable and holds the same level of decision-making authority.

Monitors and manages the living unit budget, including personnel, services and supplies, and miscellaneous items.

Determines need for program adjustment for youth. Determines appropriate course of action in dealing with situations or individuals or when safety, security, or control is in question. This includes time-outs, placement in isolation rooms and mental health assessments/referrals.

Logistical and treatment decisions regarding youth in secure group living units. Provides grievance and appeal hearings for youth. Provides revocation hearings for youth as per OARs. Decisions made affects whether or not a youth will be incarcerated.

Schedules employees and determines work efficiency of staff to ensure the smooth operation of the facility. Ensures the facility is staffed according to set staffing patterns to provide safety, security and treatment.

Makes hiring, progressive discipline and termination of employment recommendations to the Superintendent.

Seeks medical attention, and ensures the safety and welfare of youth.

Employee must have a valid Oregon Driver's license and good driving record or an alternative mode of transportation to attend meetings and participate on committees.

All work is performed under indirect supervision.

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 |
|--------------------------|-----------------|---|-------------------------------------|---|
| Youth Facility Manager 1 | | Through discussion, facility meetings, reports and annual performance appraisal | Ongoing basis and quarterly reviews | To share information, collaborate on problem solving, review work product results |

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position?

How many employees are supervised through a subordinate supervisor?

0

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

Must possess a valid driver's license and an 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 |
|-----------------------|------------------------------|--------------|
| Personal Services | | General Fund |
| Services and Supplies | | General Fund |

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