



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:  
12/5/2024

Agency: Oregon Youth Authority

Facility/Operational Area: 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:	Youth Facility Manager 1	b. Classification No:	MMS X7006
c. Effective (Established) Date:	07/01/2019	d. Position No:	0720312
e. Working Title:	Program Director	f. Agency No:	41500
g. Section Title:	Administration	h. Budget Auth No:	615670
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:	Troy Britting		
m. Position:	<input 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 checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input 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 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 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.**

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. OYA is responsible for overseeing youth ages 12 through 24 who commit crimes prior to their 18th birthday. OYA exercises legal and physical custody of committed to OYA by juvenile courts, and physical custody of who have been sentenced in adult courts and, due to their age, are placed with OYA.

OYA operates 10 close custody facilities throughout Oregon and oversees a range of community-based probation and parole options that include certified foster homes and residential treatment, independent living, and assessment and evaluation programs. In total, OYA is responsible for the care and custody of approximately 1900 youth, 750 who live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized along functional lines. Operational areas are the Director's Office, Business Services, Community Services, Facility Services, Health Services, Information Services, and Treatment Services. OYA employs approximately 1000 staff and operates with a biennial budget of \$302 million Total Funds (\$258 million General Fund).

- 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 Program Director is responsible for various administrative management duties which directly affect the facility and the agency as a whole. Takes action to ensure the effective and efficient operation of the facility through the use of policy, procedures, budget controls and accountability of delegated responsibility. Assists the Superintendent with strategic planning for the facility and the agency. Performs Officer-of-the-Day (senior manager-in-charge) duties. Serves as Acting Superintendent.

This position directs and manages a 24/7 close custody youth living unit facility. The Program Director manages and directs the day-to-day operations and operations and rehabilitation treatment program services for youth offenders. This includes supervision of staff, logistics and coordinating the direct treatment of youth assigned living unit. The treatment program is designed to provide public safety, accountability and reformation services for the youth assigned to the living unit.

This position is located in a closed 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 are critical essentials in managing a youth correctional facility. The employee 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.

Contributes and promotes a positive work environment that enables all employees to contribute to their fullest potential free from intimidation, harassment and/or discrimination and are treated with dignity and respect. Recognizes value of individual and cultural differences, and create a work environment where individuals' differences are valued.

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

### 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
50%	NC	E	Is a member of the facility-wide Management Team. Takes action to ensure the effective and efficient operation of the facility through the use of policy, procedures, budget controls and accountability of delegated responsibility. Assists the Superintendent with strategic planning for the facility and the agency.  Ensures that the policies, programs and operations are organized to provide for a continuum and continuity of close custody residential services throughout the facility. Recommends

% of Time	N/R/NC	E/NE	DUTIES
			<p>agency-wide policy and procedural changes in order to continually improve the agency and reduce the likelihood the youth will reoffend once released from custody.</p> <p>Liaisons between the facility and Central Warehouse, Health Services, Nutritional Services, Physical Plant Operations, other OYA facilities, OYA field offices and the school. Ensures communication and coordination between all parties so the facility's operations run as smoothly as possible and within standards and regulations.</p> <p>Represents the OYA and Superintendent in judicial proceedings, responding to court and attorney requests.</p> <p>Reviews correspondence on requests for information and writes letters and reports within the requirements and guidelines of confidentiality.</p> <p>Maintains records and prepares reports and statistical data as required. With the Superintendent, evaluates the performance of the facility by evaluating said data.</p> <p>Monitors and manages assigned living units' and facility department(s) budgets, including personnel, services and supplies, and miscellaneous items. Prepares budgetary recommendations for the units, departments and facility in conjunction with the Superintendent.</p> <p>Maintains public relations through speeches, media and tours. Attends and participates in conferences, committees and professional organizations with the general public and interest groups. Develops partnerships with other departments and agencies to ensure that the most treatment programs are provided to the youth while addressing public safety needs.</p> <p>Serves 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>Serves 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 Isolation Reviews and Hearings, and reporting any major incidents to the Superintendent, Assistant Director of Facility and/or the OYA Director.</p> <p>Participates on committees such as, but not limited to, Community Advisory Committee and Local Public Safety Coordination Council (LPSCC). Monitors interagency agreements. Is liaison between facility, Oregon State Police and local law enforcement.</p> <p>Member of facility-wide committees/groups such as the Employee Support Team and the facility Safety Committee.</p> <p>Performs special projects, including staffing analysis, Performance Based Standards (PbS), and strategic planning for the facility and agency.</p>
50%	NC	E	<p>Coordinates and directs population within the facility based on placement and treatment needs. Works with other gatekeepers at all OYA facilities and Department of Corrections (DOC) regarding movements to/from other OYA facilities and DOC.</p> <p>Develops programs which provide effective living unit and facility department programming in which youth have a chance to change their behavior. Develops and implements constructive living unit activities by ensuring in-house activities and sports that involve all youth.</p> <p>Facilitates and/or performs fidelity and quality assurance reviews of treatment groups in order to review their level of professionalism. Actively participates in the development of treatment programs.</p> <p>Holds youth accountable for negotiated treatment plans and goals.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Monitors living units' and facility departments' operations to ensure that no youth is psychologically or physically abused or mistreated. Reports all allegations of abuse and mistreatment. Provides training directly or coordinates training for all assigned employees in methods to avoid the use of time-out detention placements due to improper staff responses to youth problems and in understanding there are alternative and least-resistive controls to be used in lieu of detention placements. Ensures all facility employees avoid power struggles with youth by monitoring staff/youth relationships and ensures that employees are consistently following the rules when supervising youth .</p> <p>For all assigned living units, ensures casework needs of youth are met, hears youth appeals and orders needed changes in youth ' programs.</p> <p>Investigates youth grievances through interviews with youth (s) and staff. Closely works with the Professional Standards Office (PSO) by fielding complaints, investigates or assists in investigating complaints/accusations, responds to requests for information from PSO and completes assigned investigations.</p> <p>As a member of the Administrative Review Board (ARB), is responsible for ensuring that youth receive proper treatment and due process in isolation or on special program placement. Ensures all youth are referred to the ARB within 30 days of arrival, and quarterly thereafter. Reviews prepared comprehensive reports for transition of all youth prior to release or transfer from the facility. Assesses youth who are potentially being transferred to the facility by interviewing youth and reviewing social/psychological information.</p> <p>As Preliminary Hearings Officer, conducts hearings for youth returning from parole, foster care or youth care center placement and have been revoked for a violation of their community placement.</p> <p>Evaluates living unit through direct interaction with youth to ensure that safety, security and supervision are in compliance with policies, procedures and reformation.</p> <p>When requested, presides over formal hearings to ensure that youth receive their constitutional rights.</p>
Ongoing	NC	E	<p>Ensures custody of youth by locking designated lock doors, maintaining security of keys and sharps, being alert to youth behavior, alerting security for assistance when necessary (indicating preparation for or execution of escape, or behavior that could escalate to assaultive or other dangerous incidents). Security and control take priority over all responsibilities.</p> <p>Controls behaviors of youth assigned to the living unit or in close proximity facility-wide</p>
Ongoing	NC	E	<p>Recruits, coordinates/facilitates interview process and makes hiring recommendations for all levels of facility staff and managers to the Superintendent. Develops position descriptions for each assigned manager/staff, outlining their individual responsibilities and expectations. Meets monthly with each assigned manager/staff and weekly with all new assigned manager/staff, or when necessary to discuss their strengths and weaknesses, and keeps current written documentation on all conferences. Develops schedule for supervisory review and documents all supervisory conferences. Initiates progressive discipline when necessary.</p> <p>Coordinates all disciplinary actions for subordinate managers and staff. Coaches and mentors managers on the progressive discipline process. Works closely with Human Resources (HR) on disciplinary correspondence, meetings, documentation, etc.</p> <p>Works closely with all assigned managers and employees, keeping them properly informed and seeking their advice on living units' and facility departments' decisions. Develops communications among managers/staff by providing pertinent information verbally or through written communications. Ensures that all assigned managers and employees are aware of all administrative decisions. Completes performance appraisals on all assigned managers and employees when due (annual, temporary or special).</p> <p>Ensures that all assigned new managers and employees have completed the facility orientation program, been oriented to the rules and procedures, and read and signed off on all applicable policy/procedure manuals.</p>

% of Time	N/R/NC	E/NE	DUTIES
			Supervises and manages assigned managers and employees with the goal of ensuring that youth receive adequate care, attention and concern.
Ongoing	NC	E	<p>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.</p> <p>Review hiring, transfers, promotional, developmental/rotational or training practices and procedures to identify and remove barriers in the attainment of the agency's goals and objectives. Engage in appropriate recruitment efforts designed to reach agency's goals and objectives.</p> <p>Make hiring, transfer and promotional decisions in support of agency's goals and objectives including developmental, rotational and/or training opportunities for all employees. Actively mentor people of diverse backgrounds, people with disabilities and/or women in skill building and professional development.</p> <p>Promote and foster a positive work environment within Agency programs concerning EEO, AA, Diversity, and Cultural Competencies by ensuring employees are aware and follow agency policies and procedures, and address work-related issues and/or concerns immediately and take appropriate action if necessary.</p> <p>Attend EEO, AA and other diversity-related training to provide leadership to staff by being aware of diversity and cultural issues. This also includes supporting employees to attend such programs for further professional development.</p> <p>Ensure information regarding EEO, AA and Americans with Disabilities Act (ADA) information is properly displayed on the appropriate boards at the worksite(s).</p>
100%			

*Essential functions of all supervisors include:*

*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.*

*Review hiring, transfers, promotional, developmental/rotational or training practices and procedures to identify and remove barriers in the attainment of the agency's goals and objectives. Engage in appropriate recruitment efforts designed to reach agency's goals and objectives.*

*Make hiring, transfer and promotional decisions in support of agency's goals and objectives including developmental, rotational and/or training opportunities for all employees. Actively mentor people of diverse backgrounds, people with disabilities and/or women in skill building and professional development.*

*Promote and foster a positive work environment within Agency programs concerning EEO, AA, Diversity, and Cultural Competencies by ensuring employees are aware and follow agency policies and procedures, and address work-related issues and/or concerns immediately and take appropriate action if necessary.*

*Attend EEO, AA and other diversity-related training to provide leadership to staff by being aware of diversity and cultural issues. This also includes supporting employees to attend such programs for further professional development.*

*Ensure information regarding EEO, AA and Americans with Disabilities Act (ADA) information is properly displayed on the appropriate boards at the worksite(s).*

## 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 facilities are tobacco-free environments.

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

Staff are expected to be a positive example and role model for other staff and youth . The staff is to be supportive toward 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.

Program Directors are expected to allow no vulgar language, racial remarks, or name calling.

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

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

## **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  
Prison Rape Elimination Act (PREA)  
Oregon Revised Statutes (ORSs)  
Oregon Administrative Rules (OARs)  
OYA policies and procedures  
Facility local procedures and protocols  
Performance Based Standards (PbS)  
SEIU Collective Bargaining Agreement  
OYA performance Management System (OPMS)

- 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.

## **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

Who Contacted	How	Purpose	How Often
Superintendent	Person, Written, Phone	Information, coordination, facility planning	Daily
Facility Staff	Person, Written, Phone	Youth information, youth health needs, program content, staff training	Daily
OYA Mental Health	Person, Written, Phone	Youth needs	Daily
OYA Central	Person, Written, Phone	Information, facility need	Daily
OYA HR and PSO	Person, Written, Phone	Information, coordination, investigation	As Needed
OJJTA	Person, Written, Phone	Staff Training Needs	As Needed
JPPSs/Field Supervisor	Person, Written, Phone	Seek and Give Information	Daily
County Juvenile Courts and Juvenile Departments	Person, Written, Phone	Report Incidents	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. 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 assigned living units' and facility departments' budgets, including personnel, services and supplies, and miscellaneous items.

Determines need for program adjustment for youth. Determines appropriate course of action in dealing with youth and irate 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 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.

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 Administrator 1	3500300	Through discussion, facility meetings, reports and annual performance appraisal.	Ongoing basis and annually	For continued efficiency and effectiveness of programs.

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

- a. How many employees are directly supervised by this position? 7
- How many employees are supervised through a subordinate supervisor? 80
- 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:

Mandatory child abuse reporter.

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority  
Signature

\_\_\_\_\_  
Date