



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
01/29/2026

Agency: Oregon Youth Authority

Facility/Operational Area: Jackie Winters Transition Program

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

| | |
|--|---|
| <p>a. Classification Title: <u>Youth Facilities Supervisor 2</u></p> <p>c. Effective (Established) Date: <u>07/22/23</u></p> <p>e. Working Title: <u>Assistant Camp Director</u></p> <p>g. Section Title: <u>Facility Operations</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City/County): <u>Linn County / Albany</u></p> <p>l. Supervisor Name: <u>Kristine Meany</u></p> <p>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</p> <p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p> | <p>b. Classification No: <u>X7606</u></p> <p>d. Position No: <u>0707037</u></p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: <u>985880</u></p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXN) <input type="checkbox"/> SEIU (OA)</p> <p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> |
| <p>p. Eligible for PERS Police and Fire Designation per ORS 238.005: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | |

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.

The Oregon Youth Authority (OYA) was created by the passage of Senate Bill 1 in July 1995 and established as an independent department of State government on January 1, 1996. The OYA mission as codified in ORS 420A is to protect the public by holding young people accountable and providing opportunities to reformation. We accomplish our mission by providing custody, rehabilitation, and treatment services in a multi-tiered system of secure correctional facilities and less restrictive community placements. The OYA provides community-based parole and probation services to youth committed to the OYA for observation, control, reformation and placement in certified foster homes, licensed group homes, residential programs, and independent living.

The OYA exercised both legal and physical custody over youth between the ages of 12 and 18 who have been committed to the OYA by county juvenile courts. Juvenile court-committed youth may remain in OYA's custody up to age 25. Juveniles ages 15, 16, or 17, who commit crimes for which they have been waived to and convicted to adult court or for which the State's mandatory minimum sentences apply, are in the legal custody of the Oregon Department of Corrections (adult corrections). They can subsequently be placed in the physical custody of the OYA up to age 25.

The OYA is responsible for the operation, supervision, management, and administration of youth correctional facilities. The OYA operates five correctional facilities, one accountability camp, and four transitional work study programs for a total of approximately 900 beds. They OYA also provides community services to approximately 2100 youth through statewide parole and probations services, youth foster care, residential services, and individualized treatment services tailored to meet the needs of youth committed to the PYA. The YA employs more than 1000 staff and has biennial budget of approximately \$240 million.

The OYA is organized along functional lines. The Assistant Director for Facilities is responsible to provide oversight for all youth correctional facilities statewide. The Assistant Director for Field Services is responsible for field and transitional services and coordination with the community juvenile corrections agencies and resources. The Director's Office, Business Services, and Program Office are the administrative offices for the agency. A Director or Assistant Director manages each.

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 direct and manage the operations and delivery of service at the Oak Creek OYA campus which includes the Jackie Winters Transition Program. The Jackie Winters Transition Program operated within the Oak Creek campus and provides services intended to prepare youth and DOC inmates for transition to community through life skills, education, and vocational opportunities. Both programs focus on strictly on a female population and services are gender specific. Other services focus on education, cognitive skill building and self-management of behavior. JWTP affords youth an opportunity to gain work and like experience in the local community, both while under staff supervision and independently when appropriately approved. The Superintendent is responsible for the supervision of 65 staff, several contractors, and various volunteers. Further, the program is well known in the local community, and the Superintendent assures a positive relationship by fostering regular communication with community leaders.

The Assistant Camp Director is responsible for creating and maintaining a positive, affirming environment which values and respects OYA employees and the youth we serve, including, but not limited to:

Contributing and promoting a positive work environment that enables all employees and youth to contribute to their fullest potential free from intimidation, harassment and/or discrimination and are treated with dignity and respect.

Recognizing the values of individual and cultural differences and creating an environment where individuals' differences are valued.

Promoting and supporting the value the agency places on EEO, AA, Diversity and Cultural Competency Principles through individual actions and dealing with employees, applicants, 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 |
|-----------|--------|------|--|
| 30% | R | E | <p>Executive Leadership:</p> <p>Establish program unit goals, objectives, and priorities in coordination with the OYA, other state agencies and community partners; plans, develops and operated programs and services addressing the needs of the youth in the program.</p> <p>Ensures program operation and practice is consistent with Federal and State law, Oregon Administrative Rules, Interagency Agreements and OYA policy and procedure.</p> <p>Establish and maintain local procedures to implement OYA policy. Safety and security procedures must be consistent with the OYA standards for youth correctional facilities as established by the agency.</p> <p>Ensures cultural competency in program staff and operations.</p> <p>Ensures appropriate documentation and data collection protocols exist to evaluate program performance and services provision.</p> <p>Monitor and manage program budget and expenditures to maximize efficiency and assure appropriate service provision; ensures expenditures meet state purchasing and contracting guidelines.</p> <p>Ensures appropriate maintenance and improvements to the physical plant and grounds.</p> <p>Respond to inquiries and complaints from the community, individual citizens and youth and their families.</p> <p>Establish and oversee protocols for investigation of staff and youth misconduct. Initiate and conduct investigations, including review of findings, determination of corrective actions and communication of results to supervisor or administration.</p> |
| 25% | R | E | <p>Facilities Management & Administration</p> |

| <p>% of Time</p> | <p>N/R/NC</p> | <p>E/NE</p> | <p>DUTIES</p> |
|-------------------------|--|--|--|
| | <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>Establish and maintain a facility organization and communication structure that allows for the effective supervision of staff through direct supervision by the superintendent or thought subordinate supervisors.</p> <p>Effectively recruit, select and develop a diverse, culturally competent staff team; development includes assuring staff participate in OYA required training, coordinating and delivering in-site in-service training, and developing training resources when needed.</p> <p>Direct and support staff in the completion of their job duties; provide coaching and correction as needed to assure appropriate performance.</p> <p>Foster and recognize exceptional or meritorious accomplishment by program staff while promoting staff development opportunities.</p> <p>Establish and role model high standards of professionalism and conduct for the staff team.</p> <p>Assign staff work while managing workloads and program operation; ensure that staff are well versed in program objectives and perform their assignments in a manner consistent with agency mission and program goals.</p> <p>Provide ongoing oversight of staff performance in accordance with personnel policies, collective bargaining agreements and standards of the Oregon Youth Authority.</p> <p>Complete annual performance appraisals for all staff documenting performance, accomplishments, and deficiencies.</p> |
| <p>25%</p> | <p>N</p> <p>N</p> <p>N</p> <p>R</p> <p>R</p> <p>R</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>NE</p> | <p>Youth Service Provision</p> <p>Establish and maintain a program description that includes acceptance and exclusionary criteria for youth admission; oversee youth screening and admission into program.</p> <p>Develop, implement, and evaluate evidence-based programing that promotes reduction of risk factors and the enhancement of protective factors and the enhancement of protective transition to the community.</p> <p>Establish and supervise function multi-disciplinary teams (MDT) and administrative review process (ARB) that monitors youth case planning and progress towards goals and competencies.</p> <p>Communicate with OYA facilities, OYA field staff and community providers to assure coordination of service provision and youth transition. Coordinate transition of youth so as to maximize opportunity for youth success while maintaining program capacity and role in the juvenile justice system.</p> <p>Establish and supervise a program behavior management system that communicates expectations to youth and provides structure for youth activities.</p> |

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|---|
| | R | E | Provide direct service delivery for youth as appropriate, including individual feedback and interaction with youth in the facility. Establish and supervise a system to respond to youth inquiry, suggestion, and complaint. |
| 20% | R | E | Community Relations & Partnerships Establish and maintain positive community relations through program promotion and communication. |
| | R | E | Establish and maintain protocols for the recruitment, training and utilization of community volunteers to enhance the program. |
| | R | NE | Represent OYA in local and statewide forums and meetings to communicate agency and program goals, as well as providing input in collaborative planning and subsequent service provision. |
| | R | E | Establish and maintain positive relationships with local community leaders, law enforcement and businesses. |
| | N | NE | Establish and oversee volunteer opportunities for program youth to make contribution to the local community. |
| 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.

Oak Creek YCF is a tobacco free environment.

This position will involve daily face to face contact with adjudicated youth and DOC inmates. These youth may engage in verbally and physically aggressive or assaultive behavior.

This position may include physical exertion to subdue out of control, combative youth. It may require use of reasonable force and/or restraint equipment.

This position involves potential exposure to communicable disease. Consistent and effective use of appropriate infection control materials and techniques is required.

Response to inquiry and emergency may occur at all times of the day or night.

This position requires frequent in-state and some overnight travel.

This position is located in a close custody environment and requires adherence to safety and security procedures to maintain order and control over youth.

General staff and youth safety is an agency priority requiring vigilance and attention to policy and protocol.

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 Statement
- Federal and State statute
- Oregon Administrative Rule
- OYA Policy and Procedures
- Collective Bargaining Agreements
- Intergovernmental Agreements

OYA contracts

b. How are these guidelines used?

These guidelines establish governance for the implementation of job responsibilities and duties described above. Detailed protocols are present to assist in consistent operation and service deliver within the Oregon Youth Authority.

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 | In Person | Supervision, Screening, Service Provision | Daily |
| School Staff | In Person, Phone, E-mail | Student Programming | Daily |
| Community Leaders | In Person, Phone, E-mail | Program Updates, Meetings, Projects | Weekly |
| OYA Staff | In Person, Phone, E-mail | Information Exchange | Daily |

| Who Contacted | How | Purpose | How Often |
|---------------------------|--------------------------|-------------------------------------|-----------|
| Parents/Families | In Person, Phone, E-mail | Youth information update | Weekly |
| Service Organizations | In Person, Phone, E-mail | Program updates, meetings, projects | Monthly |
| Juvenile Department Staff | In Person, Phone, E-mail | Youth information sharing | As needed |
| Service Providers | In Person, Phone, E-mail | Youth information sharing | As needed |
| Law Enforcement | In Person, Phone, E-mail | File reports, share information | As needed |

SECTION 7. POSITION RELATED DECISION MAKING

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

The Assistant Camp Director makes decisions determining the programs development of service provisions and implementations of services. The Assistant Camp Director makes budget management and expenditure decisions. The Assistant Camp Director makes hiring, evaluation and disciplinary decisions on program staff. The Assistant Camp Director provides direction on policy and program areas through subordinate managers prioritizes and assigns work to program staff through subordinate staff. The Assistant Camp Director is responsible for developing program procedures to implement agency policies. The Assistant Camp Director makes decisions regarding youth transition planning for re-entry into the communities with input from the MDT and ARB process. The Assistant Camp Director in a team-based response system model, responds to youth and staff misconduct and determines the nature and implementation of the response.

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 |
|----------------------|-----------------|--------------------------------------|-----------|--|
| Superintendent | 0303511 | In Person. Review of written reports | As needed | Discuss issues and concerns; share information to review program effectiveness |
| | | | | |

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

a. How many employees are directly supervised by this position? 8

How many employees are supervised through a subordinate supervisor? 59

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 the time of hire that are not already required in the classification specification:

This is a public safety position. On a daily basis, the person in this position supervises and participates in the treatment of youth who have been ordered by the court to reside in an OYA close custody environment. These youth can be hostile, resistive and both verbally aggressive.

Oak Creek YCF's population profile is varied and includes an intake function for juvenile commitments from some Oregon counties. The person in this position must maintain up-to-date knowledge and skills relating to evidence-bases, effective service provision and risk reduction for this population. Jackie Winters population is focused on young women in transition from close custody.

The person in this position is required to demonstrate cultural competence as exemplified by sensitivity and respect for the cultural, ethnic, racial, and religious diversity of staff and youth.

The person in this position must maintain the confidentiality of youth in custody and the security of the personnel information pertaining to staff.

This position is a mandatory reporter of child abuse under Oregon Statute.

The person in this position must develop capacity to utilize computer technology and the agency automated information system (JJIS).

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 |
|----------------|------------------------------|-----------|
| | | |
| | | |

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