STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 7/6/16

This position is:
- ☒ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Dome-Office of Chief Financial Officer

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Executive Support Specialist 2	b.Classification No:	C0119
c. Effective Date:	07/01/1991	d.Position No:	8703012
e. Working Title:	Management Assistant	f.Agency No:	29100
g. Section Title:	Office of CFO	h.Budget Auth No:	000102110
i. Employee Name:	VACANT	j.Repr. Code:	AAON
k. Work Location (City – County):	Salem/Marion		
l. Supervisor Name:	Steve Robbins		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☐ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. Eligible for Overtime: ☒ Yes ☐ No

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 Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The Department's biennial operating budget includes General Fund, Federal Fund, and Other Funds. The Office of CFO provides centralized support services to all levels of the Department through Fiscal Services, Facility Services, Distribution Services, and Information Technology Services.

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 provides administrative support and performs and coordinates highly sensitive and confidential work for the Chief Financial Officer. This position also actively

participates in management meetings and is responsible for writing, interpreting, and applying DOC, DAS, and Union contracts, policies, and procedures.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

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

The incumbent is expected to perform position duties in a manner which 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 good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance; and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of DOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply DOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within institutions/administration buildings/facilities that it owns, operates, or contracts with. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual

harassment for all inmates and employee/volunteer/contractors/interns. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/ contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Department of Corrections employees have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
45%	R	E	**Clerical/Secretarial Duties:** • Write and/or furnish information required for reply to administrative and confidential correspondence, requests for information, surveys, reports, and personnel related data. Work independently to research, locate, assemble, edit, and summarize material and information for administrative action. Record, transcribe, and write proceedings of meetings and conferences. Research information and compose correspondence, reports, memos and other documents. • Process division mail. Maintain control of materials received, routed, assigned, or disposed of. Structure and maintain file system for correspondence, reports, instructions, guidelines, and similar material frequently referred to by supervisor. • Maintain supervisor's calendar and advise supervisor of commitments. Make all arrangements for meetings and special conferences, including participants, agenda, location, etc. Arrange travel itinerary and accommodation. Prioritize and schedule people, events, and items requiring the attention of supervisor. • Serve as communication link between supervisor and management team, other agency staff and management, other state agencies, legislative staff, personnel, and the public. Respond to complaints or concerns by obtaining all pertinent details and

			contacting appropriate agency official or department for necessary action.
25%	R	E	**Administrative Duties:** • Actively participate in division management team meetings to resolve problems and discuss and formulate goals and objectives. Complete assignments received in management team meetings, including: writing, interpreting, and applying DOC, DAS, and Union contracts, policies, and procedures. Perform a variety of research activities and write reports as needed for distribution and/or presentation at management team meetings. • Monitor monthly budget and expenditure reports. Perform session and interim legislative tracking activities and maintain documentation for division related legislation and/or supporting testimony. Maintain manuals and records for Department rules and procedures. Work with supervisor and Human Resources staff to recruit for, hire, and process paperwork as needed. Receive, review, and submit monthly time sheets for administrators. Maintain manuals and confidential files related to personnel reports and miscellaneous information for the entire division. • Provide overall coordination for the Chief Financial Office related to communication such as website, newsletters, etc.
30%	R	E	**Relationships With Others:** • Perform telephone and in person contact with staff and management throughout the department, other state agencies, and the public as needed. • Work closely with and on behalf of supervisor and administrators when scheduling appointments, meetings, conferences, special projects, and assignments. • Serve on adhoc committees and perform other duties and special projects when assigned by CFO.

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.

Majority of duties will be performed in an office environment, with occasional in-state travel to field offices and institutions. Problems and pressure involved to meet scheduled deadlines. There will be daily contact with inmates on work assignments in building.

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 Revised Statutes (ORS)
- Oregon Administrative Rules (OAR)
- Department of Corrections Rules, Procedures, and Policies
- Department of Administrative Services Rules, Policies, and Procedures
- Union Contracts
- Oregon Accounting Manual (OAM)

b. How are these guidelines used?

The guidelines will be used to establish procedure or guidelines for performance or work and program activities; to assure uniformity and consistency in decision making and to assure meeting financial and legal requirements.

SECTION 6. WORK CONTACTS

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

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
DOC Management	Telephone, Email, In Person	Provide/Receive Information and/or Direction	As Needed
DOC Represented Staff	Telephone, Email, In Person	Provide/Receive Information and/or Direction	As Needed
DOC Chief Financial Office	Telephone, Email, In Person	Provide/Receive Information and/or Direction	As Needed
Dept of Justice	Telephone, Email, In Person	Provide/Receive Information and/or Direction	As Needed
Other Governmental Agencies	Telephone, Email, In Person	Provide/Receive Information and/or Direction	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

To ensure that appropriate governmental accounting and administrative rules and procedures are followed and adhered to by Department and Division management and staff, the person in this position must: prioritize workload; determine the status of unit workload and projects to ensure that Division activities are completed in a timely manner; ensure that critical deadlines are met; provide appropriate and accurate information and direction to staff, the public, direct visitors and callers; and determine that procedures and practices are consistent with state and department policies, rules, regulations, and accepted governmental principles.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEMH	6000027	As projects or tasks are completed	As needed	On-going performance feedback

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

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

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Incumbent must have ability to deal with variety of people in an effective manner and have the flexibility to manage a large variety of tasks and rapidly changing priorities.

LEDS certification may be required to access background checks/criminal history/DMV information, personnel reviews and visitors.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

***Note:** If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

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	7/12/14 Date
Appointing Authority Signature	7/12/14 Date		