



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/28/2015

Agency: Oregon Department of Corrections
Facility: Eastern Oregon Correctional Institution
New Revised

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist 2
b. Classification No: X0119
c. Effective Date: 4/2/2007
d. Position No: 6000631
e. Working Title: Executive Support Specialist 2
f. Agency No: 29100
g. Section Title: Administration
h. Budget Auth No:
i. Employee Name
j. Repr Code
k. Work Location (City – County): Pendleton, Oregon
l. Supervisor Name (Optional): Jeri Taylor, Superintendent
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 Oregon Accountability Model (OAM) depends upon a team approach to custody with the 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 ODOC 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 OAM.
In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.
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 58-acre institution property is highly visible to the public inasmuch as it is located between the two major access routes to Pendleton and within the city limits. EOIC operates with a biennial budget of approximately \$58 million, with a full time staff of 426.

The basis of the work in the DOC is a strong belief regarding the importance of staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. The goal is to move inmates from anti-social to pro-social citizens. It is recognized that staff interactions with inmates on a daily basis are the most powerful tool to reinforce pro-social behavior. The nature of staff relationships and communications with inmates are the core to success. Since relationships and respect are built through repeated experiences and communications about those experiences, what staff do and say to inmates are key to achieving long-term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support this behavior through their day-to-day interactions with others.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult felons meeting medium-security classification requirements. The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are also available in the form of: education, leisure-time activities, meaningful work assignments, and participation in special needs programs. The fundamental value in the prison continuum is the principle that the least restrictive method be used to manage inmate behavior, consistent with public safety. This position serves a member of the institution executive management team, charged with the responsibility of managing, operating, and staffing Eastern Oregon Correctional Institution (EOCI), the third largest medium-security facility in the state of Oregon. The institution is a “retrofit” of a former mental health facility, originally constructed in 1912, and now secured with a five thousand foot, electronic perimeter security system.

**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 provide and coordinate confidential administrative support directly to the Superintendent to assist in carrying out the duties and responsibilities of providing effective leadership, management, and supervision of Eastern Oregon Correctional Institution. The mission is to ensure the Superintendent’s Office is managed in an orderly manner; to research, compile, and disseminate information to all EOICI staff on behalf of the Superintendent; to act as an emissary with officials and/or visitors on behalf of the Superintendent; to carry out plans, assignments by, and activities for the Superintendent; and to provide assistance in other areas as assigned by the Superintendent.

**SECTION 3. DESCRIPTION OF DUTIES**

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
40%	NC	E	Acts as communication link between the office of the Superintendent and other offices, DOC officials, and the general public. Represents the Superintendent and acts on his/her behalf in making daily decisions relating to the smooth and efficient management of the Superintendent’s Office. This position frequently deals with sensitive issues requiring confidentiality, tact, and diplomacy. Assists the Superintendent in implementing Department of Corrections rules and procedures, and in meeting the agency’s mission. Independently researches, locates, assembles, edits, and summarizes material, information, and data for Superintendent’s action.

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

			Takes and transcribes dictation of confidential, legal, or business material for the Superintendent. Tracks internal HR and SIU staff investigations and union grievances for the Superintendent. Makes sure we meet deadlines on responses.
15%	NC	E	Has daily contact with EOCI staff, other DOC facilities staff, legislators, media, and the general public. Screens mail, telephone calls and visitors by providing information, resolving problems and responding to complaints on behalf of the Superintendent. Evaluates situations or events utilizing independent judgment and refers as appropriate to the Superintendent or appropriate department manager. Researches, compiles and attaches historical and related information necessary for decision-making. Gathers research information from a wide variety of sources relative to matters under consideration by the Superintendent.
12%	N	E	Supervisor to Office Specialist 2, assigned to the Superintendent's office. Assigns and reviews the work of the OS2. Monitors status of pending projects, initiates follow up.
10%	N	E	Actively participates in internal and external management meetings to discuss objectives and/or resolve operational problems or issues to meet the Department's goals and mission. Completes assignments received in these meetings. Records official actions, and accurately composes minutes of meetings of EOCI management staff and other official meetings within the institution and with public officials in the community, including the Prison Advisory Committee. Distributes approved minutes ensuring, when appropriate, that confidentiality of minutes or documents is maintained. Maintains and updates official manual of minutes. Updates Institution Organizational charts and disseminates on a monthly basis.
10%	N	E	Provides direction to managers and staff assigned to assist with work and special projects for the Superintendent. Plans, assigns and reviews the work of clerical employees who provide related support to the Superintendent. Monitors status of pending projects; initiates follow up with staff members regarding deadlines and keeps Superintendent informed of progress. Resolves problems related to the assigned work.
2%	N	E	Coordinates the recruitment for Security Plus employees and Security Plus Management level positions. Including preparation of paperwork for approval, required signatures, preparation for advertisement and announcement to go out, contacting applicants, coordinating interview, creating interview questions, organizing a panel for the interviews, notification out to failed and successful applicants and necessary internal paperwork.
2%	N	E	Collects responses and creates responses to pertinent monthly reports regarding monthly Budget expenditures. And to serve as resource material in the preparation of monthly, annual, and special reports as requested by the Superintendent, DOC Director, or DOC Assistant Director of Institutions. Drafts e-mails and speeches for the Superintendent for special events and ceremonies.
2%	N	E	Organizes and/or assists with special projects and programs, such as the Governor's Charitable Fund Drive. Serves on committees and provides assistance to special programs and projects such as National Correctional Employee Week. Gives progress reports, presentations, and information sharing to both EOCI staff and the general public.

2%	N	E	Back up Public Information Officer and Legal Information Officer.
1%	N	E	Schedules appointments, arranges meetings and conferences for the Superintendent; oversees scheduling of conference rooms and operates videoconferencing equipment.
1%	N	E	Plans itineraries and travel arrangements and other matters connected with the official duties of the Superintendent. Maintains Superintendent's calendar, advising of commitments or meetings. Makes individual and group arrangements for special meetings and conferences. Arranges individual and group travel itineraries and accommodations. Prepares, submits, and maintains records of all travel and expense claims.
1%	N	E	Manages the ongoing coordination and scheduling of Officer-of-the-Day assignments. Coordinates the Officer-of-the-Day changes by additions/deletions to the schedule. Circulates approved schedule and/or approved changes to appropriate staff in a timely manner.
1%	N	E	Responsible for key, tool, and equipment control to prevent inmate escapes and the control or prevention of contraband.
1%	N	E	Subject to recall during emergency situations and assignment to any area of the institution to provide necessary assistance in handling these situations. Documents unusual incidents as they occur and follows established security procedures at all times.

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Work is performed in a prison, housing maximum, close, medium, and minimum-security male/female felons. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury. Daily contact with inmates.

High priority administrative assignments, which may involve long hours within the confines of the institution. Employee is subject to recall 24 hours per day in the event of an emergency or work stoppage and is subjected to assignment in any area of the institution. Occasional travel by state vehicle to required meetings. Work week may exceed 40 hours.

Required to use a computer for E-mail, word processing and related inmate information systems for approximately four hours per day in the regular performance of their duties.

The institution is located in Eastern Oregon and is exposed to temperature extremes and inclement weather. The institution buildings are generally climate controlled. Walking long distances to get to a workstation to perform work or make contacts is common. Most inmate housing units are multi-levels requiring the use of stairs to reach the upper levels.

## 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.**

Department of Corrections Rules, Procedures and Letters of Agreement  
 Institution Procedures and Post Orders  
 Administrative Directives  
 Board of Parole Rules  
 State and Federal Laws  
 State and Federal Civil Rights Statutes  
 Applicable Personnel Laws, Rules and Regulations  
 Administrative Procedures Act, EEO Rules  
 ADA Rules  
 Collective Bargaining Agreements  
 AFSCME Labor Contracts  
 Case Law related to inmate and employee rights  
 Commission on Accreditation Standards  
 ACA Standards/Multi-State Standards  
 OSHA Regulations  
 Computer software and equipment manuals

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

Decisions made by this position require a comprehensive knowledge of the above to analyze situations, formulate opinions and make appropriate responses to ensure uniformity and consistency in decision making and to ensure meeting legal requirements. Equipment manuals and computer manuals are used for references and proper operation of equipment.

**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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			

**SECTION 7. POSITION RELATED DECISION MAKING**

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

This position regularly makes decisions concerning providing staff directions; giving out information to staff and community; sorting and disseminating information and documents received from other institutions,

Department of Corrections Central Office, and other agencies, and the public. In the absence of the Superintendent, this position makes decisions concerning office-related duties to be carried out in his/her absence, assigning staff to handle issues, and providing information regarding the Superintendent's Office on behalf of the Superintendent. Decisions made by this position are a direct reflection of the Superintendent, and the Superintendent's policies, directions, opinions, and management style. Direct supervision of the Office Specialist 2 Superintendent's office.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM F Superintendent	6000626	In Person	Daily	Superintendent daily reviews and approves work generated by this position to ensure accuracy and appropriateness of content. In addition, the Superintendent reviews work and prepares an annual Employee Performance Report, in accordance with State of Oregon personnel rules.

*Note: If additional rows of the below table are needed, place cursor 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? 1
- How many employees are supervised through a subordinate supervisor? -

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 & 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:

The Oregon Accountability Model (OAM) depends upon a team approach to custody with the 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 ODOC 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 OAM.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with a diverse background who are committed to the mission and values of the Department.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type

**Note:** If additional rows of the below table are needed, place cursor 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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date