



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**03/01/2025**

**Agency:** Psychiatric Security Review Board (PSRB)

**Facility:** 6400 SE Lake Road, Suite 375 Portland, OR 97222

☐ New ☒ Revised

**This position is:**

- ☒ Classified  
☐ Unclassified  
☐ Executive Service  
☐ Mgmt Svc – Supervisory  
☐ Mgmt Svc – Managerial  
☐ Mgmt Svc - Confidential

**SECTION 1. POSITION INFORMATION**

<b>a.</b> Classification Title: <u>Operations &amp; Policy Analyst 1</u>	<b>b.</b> Classification No: <u>C0870</u>
<b>c.</b> Effective Date: _____	<b>d.</b> Position No: <u>0399015</u>
<b>e.</b> Working Title: <u>Program Performance Analyst</u>	<b>f.</b> Agency No: <u>39900</u>
<b>g.</b> Section Title: _____	<b>h.</b> Budget Auth No: <u>1141230</u>
<b>i.</b> Employee Name: <u>TBD</u>	<b>j.</b> Repr. Code: <u>UA</u>
<b>k.</b> Work Location (City – County): <u>Portland - Multnomah</u>	
<b>l.</b> Supervisor Name (Optional): <u>Alison Bort, Executive Director</u>	

<b>m. Position:</b> <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
<b>n. FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
<b>o. Eligible for Overtime:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.**

**About the Psychiatric Security Review Board (PSRB)**

Founded in 1978, the Psychiatric Security Review Board (PSRB) is a quasi-judicial, public safety agency charged with overseeing and supporting individuals whose mental health conditions have significantly contributed to criminal behavior. The Board operates through two panels: one for adults and one for juveniles, each consisting of five multidisciplinary professionals: a psychologist, psychiatrist, attorney, probation/parole officer, and a public member. The Board's work is supported by a dedicated team of 13 full-time staff members, including the incumbent for this position.

The PSRB oversees approximately 650 individuals who fall within three key forensic categories: those adjudicated Guilty Except for Insanity (GEI), Responsible Except for Insanity (REI), and those committed as Extremely Dangerous Persons with Qualifying Mental Disorder. Additionally, the Board administers two relief programs: the Gun Rights Restoration program, which facilitates hearings to restore firearm rights for individuals previously restricted due to mental health determinations in Oregon, and the Sex Offender

Classification, Reclassification, and Relief program, which addresses petitions to classify, reclassify, or remove individuals from sex offender registration.

## Mission and Key Functions

The PSRB's mission is to safeguard public safety by collaborating with partner agencies to ensure that individuals under its jurisdiction receive the necessary services and support to reduce the risk of future dangerous behavior. Our mission is driven by the values of due process, partnership, recovery, and research and achieved through two primary functions: conducting hearings and providing ongoing oversight.

- **Hearings:** Contested hearings are a central aspect of the PSRB's work. These hearings, governed by specific statutory and jurisdictional requirements, address issues related to an individual's mental health status, risk assessment, and eligibility for conditional release, restoration of rights, reclassification, or relief. Preparing for these hearings is administratively intensive and involves tasks such as tracking and compiling documentation, organizing exhibit files, coordinating witness testimony, resolving pre-hearing matters, and issuing notices. After the hearings, the Board processes case files, issues orders, and manages appeals, contributing to a significant administrative workload.
- **Oversight:** The oversight function is equally vital to ensuring public safety and supporting client recovery. This includes designing and implementing training programs for staff and partners, providing expert consultation on complex cases, and conducting thorough file reviews. In high-risk situations, oversight ensures coordinated and timely responses. The function also includes approving pass requests, modifying conditional release plans, and performing various administrative tasks to uphold the integrity of the Board's decisions. Through its oversight activities, the PSRB ensures accountability, strict adherence to conditional release orders, and continuous improvement in operational efficiency.

**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 Operations and Policy Analyst 1 (OPA 1) supports agency leadership in developing and executing strategic initiatives across the agency's five program areas—GEI, REI, EDPQMD, Gun Relief, and SO Class/Reclass/Relief programs. The OPA 1 provides operational and policy support, ensuring compliance, efficiency, and driving system improvements. This role leads efforts to analyze and enhance processes, aligning them with statutes, administrative rules, technology modernization and best practices. Key responsibilities include identifying inefficiencies, recommending improvements, supporting training initiatives, coordinating rulemaking and drafting rules, and policy and procedure development.

## 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
30%	N	E	<b>Systems Improvement Project Manager:</b> <ul style="list-style-type: none"> <li>• Implement systems improvement projects identified through the agency's strategic plan to enhance processes, workflows, and systems.</li> </ul>

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

			<ul style="list-style-type: none"> <li>Identify areas of improvement within existing systems, focusing on increasing efficiency, effectiveness, and overall performance.</li> <li>Develop and implement solutions to optimize operations and enhance our partners' experiences.</li> <li>Support the agency in maintaining compliance with its mission, statutes, rules, caselaw, and key performance measures.</li> <li>Lead initiatives to streamline, increase productivity, and create responsive systems aligned with evolving agency needs.</li> <li>Consult with and facilitate discussions among internal staff and external partners to evaluate current systems and plan necessary enhancements.</li> <li>Develop strategies to enhance system functionality and meet performance goals.</li> <li>Monitor and assess the impact of improvements, making adjustments as needed to achieve desired outcomes.</li> </ul>
30%	N	E	<b>Program Analyst:</b> <ul style="list-style-type: none"> <li>Evaluate program operations and services, collaborating with internal staff and utilizing survey data from partners to formulate and recommend long-range objectives, short-term operational goals, and implementation plans required for the agency to maintain compliance.</li> <li>Utilize results of surveys to develop FAQs or educational materials to clarify and educate the public/partners about the program to be published on the agency's website, discussed at partner meetings, presented to the legislature, or otherwise disseminated.</li> </ul>
25%	N	E	<b>Rules, Policies, and Procedures</b> <ul style="list-style-type: none"> <li>Review and provide updated recommendations to processes, policies, and procedures.</li> <li>Implement a project plan and protocol and to regularly review the agency's administrative rules.</li> <li>Serve as the agency's Rule Writer position and support the agency's Rules Coordinator with facilitating the rule-making process as needed.</li> </ul>
10%	N	E	<b>Public Records Officer</b> <ul style="list-style-type: none"> <li>Serve as the agency's Public Records Officer, utilizing the ESS-2 for administrative support of these duties.</li> <li>Design and recommend enhancements to public records processes, including internal retention and external submission of requests made through the agency's website.</li> <li>Responds to complex public records requests as assigned by the ED.</li> <li>In collaboration with ISS-4, design a records retention and storage plan that complies with enterprise and CJIS-related requirements and directs procedures related to records saved on cloud-based platforms (TEAMs, One Drive, FileCloud), within emails, and on the agency's intranet.</li> <li>Assist ED with responding to more complex records requests.</li> </ul>

5%	N	E	<b>Miscellaneous Duties:</b> <ul style="list-style-type: none"> <li>• Develop and maintain a position-specific desk manual, ensuring alignment with agency policies and procedures for consistency and efficiency. Continuously update it to reflect changes in policies, procedures, or technology.</li> <li>• Actively participate in agency-wide initiatives, including projects related to the strategic plan, DEI (Diversity, Equity, and Inclusion) plan, Affirmative Action plan, and Succession Plan.</li> <li>• Collaborate with colleagues to support cross-departmental initiatives, promoting a cooperative and efficient work environment.</li> <li>• Support the agency's transition to a new case management system.</li> <li>• Undertake other projects as assigned.</li> <li>• Back up for Hearings Officer (Paralegal).</li> </ul>
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## 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.**

- Locked, shared office environment in Southeast Portland
- Hybrid-Remote work schedule following a period of successful onboarding, and thereafter, as business needs provide. In-office required a minimum of three days per week.
- Work hours 8-5, Monday-Friday
- Weekly hearings held remotely using Microsoft TEAMS

## 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.**

ORS 161.295 et seq., OAR 859, Divisions 1-110  
 ORS 419C et seq.; OAR 859, Divisions 501-600  
 ORS 181.710 et seq., OAR 107-50-000 – 107-50-050,  
 ORS 426.701 et seq., OAR 859 Division 200  
 ORS 163A et seq.; OAR 859-Division 400  
 ORS 166.273; OAR 859, Division 300  
 PSRB Strategic Plan, DEI Plan, Affirmative Action Plan, and Succession Plan  
 PSRB Policies and Procedures  
 PSRB OPA 1- Programs Desk Manual (not yet established)  
 DAS Human Resources Policies and Procedures

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

Statutes and administrative rules form the basis for the Board's authority to act and provide guidance on how to accomplish tasks. Attorney General manuals provide further guidance on how to conduct agency business (hearings, public meetings, public records requests) according to the law. The Department of Administrative Services (DAS) policy and procedure manuals provide direction and information in

development and management of office procedures. PSRB policies and procedures; PSRB Hearings Officer Desk Manual; PSRB Strategic Plan help the incumbent to prioritize tasks, meet deadlines, and follow consistent and approved methods of processing duties.

## 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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Oregon Health Authority Inter-Agency Partnerships (OSH, Behavioral Health Division, Licensing)	Meetings, Phone, Email	Assess processes, gather feedback through surveys, and clearly communicate policies and procedures. Engage in outreach and education efforts, process requests, and explore opportunities for collaboration on complementary programs. Offer consultation and technical assistance to support partner needs.	Daily-Weekly
Community Providers	Meetings, Phone, Email	Assess processes, gather feedback through surveys, and clearly communicate policies and procedures. Engage in outreach and education efforts, process requests, and explore opportunities for collaboration on complementary programs. Offer consultation and technical assistance to support partner needs.	Daily-Weekly
Clients	Surveys	Assess processes, gather feedback through surveys.	Min. Quarterly
Attorneys (Defense, State)	Meetings, Phone, Email	Assess processes, gather feedback through surveys, and clearly communicate policies and procedures. Engage in outreach and education efforts, process requests, and explore opportunities for collaboration on complementary programs. Offer consultation and technical assistance to support partner needs.	Min. Quarterly
Legislature	Writing	Develop written materials to be disseminated to legislature for the purpose of educating about PSRB programs, rules, and legislative concepts.	2x/year
Board Members	Meetings, Phone, Email	Evaluate processes, explain policies & procedures.	Min. Quarterly
RAC Members	Meetings, Phone, Email	Engagement in the rulemaking process.	2x/year
Other Partners or Agencies in PSRB Collaborates (e.g. law enforcement, Oregon Judicial Department, CJC, BOPPPs)	Meetings, Phone, Email	Assess processes, gather feedback through surveys, and clearly communicate policies and procedures. Engage in outreach and education efforts, process requests, and explore opportunities for collaboration on complementary programs. Offer consultation and technical assistance to support partner needs.	As Assigned

## SECTION 7. POSITION RELATED DECISION MAKING

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

- **Operational Project Planning and Execution**

Decides how to structure, prioritize, and allocate resources across multiple system improvement projects based on agency needs and strategic goals. This decision-making ensures that projects are aligned with the agency's mission, strategic plan, and priorities and also consider the culture of the agency, ensuring effective and efficient use of resources and meeting deadlines. Misalignment or poor prioritization could lead to delays, inefficient resource use, failure to meet program objectives, and complaints from staff or partner.

- **Managing Program Operations**

Decides which operational issues to address immediately and which can be deferred, balancing competing priorities across different programs. These decisions ensure that critical tasks are prioritized, preventing bottlenecks and maintaining smooth operations across the agency. Poor prioritization may result in missed deadlines, operational delays, and reduced program effectiveness.

- **Compliance with Statutes and Rules**

Makes decisions on ensuring that operational processes across the agency align with current statutes, rules, and policies and procedures. These decisions are essential to safeguarding the agency's legal standing and avoiding compliance issues. Improper decisions can lead to legal risks, penalties, complaints or operational disruptions.

- **Rulemaking and Policy Updates**

Determines the scope and urgency of proposed rule changes and policy updates, prioritizing them based on legal requirements and agency needs. This ensures that the agency remains compliant with evolving legal standards and operational demands. Poor decision-making in rulemaking could cause confusion, legal challenges, or hinder the effective implementation of agency policies.

- **Process Improvement Recommendations**

Decides which processes need improvement, prioritizing based on their impact on program efficiency and service delivery. These decisions can drive cost savings and improve operational effectiveness across the agency. If these decisions are delayed or not well-prioritized, it can result in inefficiencies, poor service delivery, and missed opportunities for improvement.

- **Resource Allocation and Program Support**

Decides how to allocate limited resources, including time, staff, and budget, across competing priorities. By prioritizing resource allocation effectively, the OPA 1 ensures that critical priorities are adequately supported, helping meet agency objectives. Misallocation can lead to delays, non-compliance, and reduced program effectiveness.

- **Communication with Partners and Clients**

Determines the appropriate communication strategies and timing for engaging with internal and external partners. This includes setting priorities for outreach and ensuring clear, timely updates. Effective communication builds trust, while poor decisions may result in misunderstandings, lack of alignment, and operational challenges.

- **Handling Sensitive Data and Privacy Concerns**

Decides how to prioritize the management of sensitive client data, ensuring compliance with privacy laws and safeguarding confidentiality. These decisions are critical to maintaining trust and legal compliance. Mishandling or failing to prioritize data protection can lead to privacy violations, legal consequences, and loss of public trust.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Agency Head 7, Executive Director	399006	Meetings, email, TEAMS and other virtual meeting and instant messaging platforms.	Weekly and as needed	Workload management and supervision; Project planning and tracking.
		Spreadsheets/ trackers/ reports.	Weekly and as needed	Collaborate on projects and review progress.
		In-person, TEAMS	Quarterly	Performance, Accountability, and Feedback Meetings
		Recordings or TEAMS	As Needed	Review performance related to leading trainings and meetings.
X11655 Business Operations Manager I	0399011	Meetings, email, TEAMS and other virtual meeting and instant messaging platforms.	Weekly and as needed	Workload management and supervision; Project planning and tracking.
		Spreadsheets/ trackers/ reports.		

## 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? \_\_\_\_\_
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's

Diversity strategies and goals. You are expected to be familiar with and contribute to advancing the agency's mission, values, and strategic plan.

### **Agency Requirements:**

- No criminal record for Law Enforcement Data System (LEDS) certification. LEDS was established by an act of the 1969 Oregon Legislature (ORS 181.710) which authorized the Executive Department to develop and operate a police information network. LEDS provides a criminal justice telecommunications and information system for the State of Oregon and is the control point for access to similar programs operated by other states and the Federal Government. LEDS places particular emphasis on responsiveness, system security, and rules and procedures that maintain the integrity of LEDS information. Required training provides the user with an adequate level of knowledge to enable effective use of LEDS and associated systems.
- All agency staff are responsible for promoting and fostering a diverse, inclusive, and discrimination- and harassment-free workplace. This includes establishing and maintaining professional, collaborative working relationships with all colleagues, partners, and external contacts. Their role involves contributing to a positive, respectful, and productive work environment through active participation and teamwork. They are expected to maintain regular and punctual attendance, perform duties safely, and adhere to all policies and procedures. As part of a team-oriented environment, they will engage in participative decision-making and cooperative interactions with both staff and management. They will also demonstrate awareness of and actively support the department's Affirmative Action initiatives, Diversity strategies, and goals. Additionally, you are expected to be knowledgeable about the agency's mission, values, and strategic plan, and work to advance these objectives. Their commitment to these principles supports the overall success of the organization and the well-being of all those we serve.

### **Required Skills and Desired Attributes:**

- Expertise in Administrative Hearings and Rulemaking: Familiarity with administrative hearings procedures and processes as well as experience with Oregon's rulemaking procedures and drafting language for rules.
- Strong Analytical Skills: Ability to interpret statutes, case law, administrative rules, and agency policies, and translate them into actionable plans while identifying inefficiencies and recommending improvements.
- Project Management Expertise: Proficiency in developing, managing, and tracking long-term operational plans with clear milestones, timelines, and the ability to break complex tasks into manageable steps.
- Independent and Proactive: Experience working independently with minimal supervision, demonstrating initiative and accountability, while staying focused on long-term goals and prioritizing tasks effectively.
- Attention to Detail and Compliance: Strong focus on ensuring compliance with legal, regulatory, and agency-specific requirements, including managing accurate records and case management systems.
- Communication Skills: Strong written and verbal communication abilities to draft policies, procedural documents, and effectively communicate complex issues to varied audiences.
- Collaboration and Partner Engagement: Ability to collaborate with internal and external partners, fostering partnerships to improve programs, develop policies, and address challenges.
- Adaptability and Problem-Solving: Capacity to adapt to changing priorities, processes, or regulations and quickly develop solutions in ambiguous or evolving situations.
- Customer Service and External Relations: Skill in serving as a liaison, responding to inquiries, providing excellent customer service, and managing complex public records or legal issues.
- Continuous Improvement and Innovation: Ability to identify opportunities for operational improvements, refine processes based on changing needs, and recommend changes that enhance service delivery.



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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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**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

03/27/2025

\_\_\_\_\_  
Date