STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 2026

Agency: Board of Parole and Post-Prison Supervision

Facility: 1321 Tandem Avenue, Salem Oregon

☐ New ☒ Revised

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

SECTION 1. POSITION INFORMATION

a. Classification Title:	Government Relations Manager 2	**b.** Classification No:	Z7854
c. Working Title:	Board Member	**d.** PPDB No/WD ID:	4170037 / 67020
e. Section Title:	Board Members – Non-Supervisory	**f.** Agency No:	25500
g. Employee Name:		**h.** Budget Auth No:	1259260
i. Supervisor Name:	John Bailey	**j.** Repr. Code:	MENN

k. Work Location (City – County): Salem – Marion County Oregon

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

m. FLSA: ☒ Exempt ☐ Non-Exempt

If Exempt: ☐ Executive/Supervisory ☒ Administrative ☐ Professional ☐ Computer

n. 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 Board of Parole works in partnership with the Oregon Department of Corrections and Local Community Correction's authorities to protect the public and reduce the risk of repeat criminal behavior.

The Bord imposes prison terms and makes release decisions for certain offenders. The Board sets conditions of supervision for all offenders being released from prison, imposes sanctions for violations of supervision and determines whether discharge from parole supervision is compatible with public safety. The Board's decisions are based on applicable laws, victim's interests, public safety and the recognized principles of offender behavior change.

Additionally, the Board of Parole oversees the Sex Offender Notification and Leveling unit (SONL) as well as the Relief and Reclassification of sex offender's unit that allows those offenders that have been designated as a sex offender an opportunity to be reclassified to a lower supervision level, or to be relieved from registering as a sex offender.

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:

Board members serve as voting members of the Board during hearings, assist with agency policy development, administratively review all objections to Board decisions, and are active participants in various criminal justice commissions and organizations, as requested by the Chairperson. Board members review and determine final dispositions for various documents submitted by parole officers, such as warrant requests, sanction / revocation reports, and release plans; review registrant objections to risk assessments and determine a final sex offender notification level; and assist in developing and implementing Board rules and policies.

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
50%	N	E	**Hearings** Presiding over adult-in-custody hearings for those whose criminal Conduct occurred prior to November 1, 1989; are designated as Dangerous offenders; or have been convicted of Murder/Aggravated murder and are eligible for parole. Hearings may involve vague statutes, complex and difficult law and policy issues, and precedent setting matters that require in-depth, exhaustive legal interpretation and analysis. Cases may be procedurally, factually, and legally complex. May conduct hearings requiring subject matter expertise and/or legal expertise in a specific agency program or may conduct hearings for multiple agencies requiring the knowledge of the assigned agency programs and their administrative procedures and statutory authority. Cases generally involve novel questions of law and policy, the rights of multiple individuals representing divergent and conflicting interests. Adults-in-custody in the cases are generally represented by counsel. Proceedings are held in a formal, quasi-judicial manner and some may be time sensitive. Depending on the type of hearing, proceedings may involve the development of, or application of, significant issues of public policy, agency rules and policies, and relevant proceedings in other jurisdictions. Cases may require an extended procedural schedule and may be characterized by significant motions practice, extensive discovery, large amounts of pre-filed testimony and evidence,

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

			submission of numerous legal briefs, analysis of conflicting testimony and heightened agency and public interest awareness. Board members will review objections from registered sex offenders who request a review of their sex offender risk assessment, as well as recommendations from Hearings Officers as to a final sex offender notification level classification; Board members will make a final classification based on the registrant's risk to sexually reoffend in the community. Board members will conduct hearings for registrants who are eligible for reclassification or relief from registration. Cases at this level are often highly litigated.
25%	N	E	**Post-Prison Supervision** Review documents submitted by parole officers pertaining to individuals on parole and/or post-prison supervision. Review warrant requests and votes to issue warrants when justice involved individuals abscond supervision or committing new crimes; review sanction/revocation reports submitted by parole officers and determine final disposition. Review proposed adult-in-custody release plans for appropriate re-entry into the community; determine special conditions of supervision.
10%	N	E	**Administrative Review/Judicial Appeal** Hearing decisions frequently have a significant and broad impact on the parties involved, the law, citizens, agency administrative policy. Most cases require the issuance of orders appealable to the agency. Adults-in custody have the right to seek administrative review of Board decisions and actions within 45 days of the mailing of the decision or action.
5%	N	E	**Policy Development & Planning** Assist Chairperson and Executive Director in developing and implementing policies, procedures and program priorities consistent with policy established by the Governor's office or other higher-level officials. Assists in developing and implementing agency administrative rules.

5%	N	E	**Administrative/Business Operations** Assist Chairperson and Executive Director in determining agency policy by analyzing all pertinent issues and information; assessing the impact of proposed policy on the provision of services to customers, adults-in-custody, victims or the general public. Serves as liaison with partner agencies, as directed by the Chairperson; represents the Board on inter-agency committees and work groups.
5%	N	E	**Public and Legislative Affairs** Provides accurate and timely information, education, outreach and public records responses to stakeholders, as directed by the Chairperson. Represents the agency by participating in or coordinating inter-agency or interstate committees and task forces and addresses professional organizations and citizen groups to advocate and explain policy and the needs of target populations served, as directed by Chairperson.
			Other duties as directed by the Chairperson

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.

This position conducts personal interviews / hearings within prisons on a regular basis, in addition to video and teleconference for various offenders in or out of the Salem area or the State of Oregon. This places this position in direct and indirect contact with AIC's, offenders, victims, and the public who may become hostile and angry.

This position may be required to work beyond forty (40) hours per week, work evenings and / or weekends, and may require travel throughout the state, sometimes overnight.

This position requires strict attention to detail and meeting deadlines.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer

demands and department deadlines. This position requires significant use of a computer and video-conferencing.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

• Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
• Comply with all agency policies, guidelines, and management directives.
• Maintain a professional demeanor in the performance of all duties.
• Meet and maintain performance expectations.
• Be available each week during established work hours, as determined by the business need.

BOPPPS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by BOPPPS. You are responsible for promoting and fostering 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.

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 Administrative Rules, Chapters 213, 244 and 291
- Oregon Revised Statutes, Chapter 144
- Board of Parole / PPS policies and procedures
- Agency Business Manuals
- State of Oregon / Department of Administrative Services Policy, Procedures, and Publications

b. How are these guidelines used?

These guidelines are used to ensure compliance with appliable regulations and standards for equal and consistent treatment of adults-in-custody and justice involved individuals, compliance with Board and State of Oregon policies and procedures, and to apply these interpretations to specific situations.

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".*			
General public, offenders, stakeholders	Phone, correspondence, email, in-person	Inquiries, complaints, requests, clarifications, education, outreach	Daily
Dept. of Corrections / Community Corrections Agencies	Phone, correspondence, email, in-person	Inquiries, procedures, operational / information	Daily
Governor's Office / Legislators	Phone, correspondence, email, in-person	Inquiries, clarifications, policy development, legislative affairs	As needed
Department of Justice	Phone, correspondence, email, in-person	Inquiries, complaints, requests, clarifications, legal advisement	Weekly
Media	Phone, correspondence, email, in-person	Request, information gathering	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Board members make numerous decisions that directly and indirectly affect the freedom and liberties of incarcerated adults in custody, justice involved individuals on community supervision and registered sex offenders in Oregon. These decisions impact victim notification and services, offender re-entry, and public safety resources and planning.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*				
Agency Head 7 Chairperson	4000002	Daily contact	Annual	Performance Review

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR <u>SUPERVISORY</u> 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:

The Board of Parole & Post-Prison Supervision is responsible for complying with the Federal Prison Rape Elimination Act (PREA 42 U.S.C. 1997). PREA prohibits the us from hiring, promoting, or contracting with anyone, (that will have direct contact with residents), who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in confinement settings.

This position requires to obtain and maintain CJIS (Criminal Justice Information Services) clearance.

Must be Law Enforcement Data System (LEDS) certified or be able to obtain certification within 90 days of hire and maintain certification.

The following knowledge, skills and abilities are required at the time of hire to successfully perform the duties of this position:

- Working knowledge of legal principles, practices and terminology related to criminal and administrative law.
- Ability to interpret and apply complex statutes, administrative rules, case law and agency policies.
- Skill in evaluating evidence, testimony, motions, reports and legal arguments in highly complex, sensitive or precedent-setting cases.
- Familiarity with principles of human behavior and offender rehabilitation.
- General understanding of correctional systems, community resources and treatment modalities relevant to parole, post-prison supervision and reentry.
- Ability to exercise sound judgment in high-pressure, confrontational or emotionally charged situations.
- Capacity to make impartial, evidence-based decisions affecting the liberty, supervision and conditions of justice-involved individuals.
- Ability to remain objective and navigate conflicting stakeholder interests, including victims, offenders, legal counsel and community partners.
- Ability to communicate clearly and professionally, both orally and in writing, with individuals from diverse socio-economic, cultural and ethnic backgrounds.
- Skill in building and maintaining effective working relationships with Victims, just partners, agency staff and the public.

- Ability to engage respectfully and appropriately in formal hearings, public meetings and inter-agency discussions.
- Commitment to uphold the highest standards of integrity, impartiality, and confidentiality in all proceedings and interactions.
- Ability to model professionalism and adhere to ethical expectations required of quasi-judicial decision makers.
- Commitment to maintaining regular and reliable attendance to meet the operational needs of the Board.
- Ability to manage large volumes of case materials, meet strict deadlines, and balance multiple complex tasks simultaneously.
- Strong organizational skills necessary for reviewing legal documents, preparing for hearings, conducting administrative reviews and evaluating rule / policy proposals.

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 curser at end of a row (outside table) and hit "Enter".*

	0	

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