



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
08/15/2025

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt. Svc – Supervisory
- Mgmt. Svc – Managerial
- Mgmt. Svc - Confidential

Agency: Board of Parole & Post-Prison Supervision

Facility: 1321 Tandem Avenue

New Revised

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Administrative Specialist 2</u></p> <p>c. Working Title: <u>SONL Board Assessment Specialist</u></p> <p>e. Section Title: <u>Sex Offender Notification and Leveling</u></p> <p>g. Employee Name: <u>Vacant</u></p> <p>i. Supervisor Name: _____</p> <p>k. Work Location (City – County): <u>Salem, Marion County</u></p>	<p>b. Classification No: <u>C0108</u></p> <p>d. PPDB No/WD ID: _____</p> <p>f. Agency No: <u>25500</u></p> <p>h. Budget Auth No: _____</p> <p>j. Repr. Code: <u>AP / AAON</u></p>
<p>l. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year</p> <p> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>	
<p>m. FLSA: <input type="checkbox"/> Exempt</p> <p> <input checked="" type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive/Supervisory</p> <p> <input type="checkbox"/> Administrative</p> <p> <input type="checkbox"/> Professional</p> <p> <input type="checkbox"/> Computer</p>
<p>n. Eligible for Overtime: <input checked="" type="checkbox"/> Yes</p> <p> <input type="checkbox"/> No</p>	

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 authorities to protect the public and to reduce the risk of repeat criminal behavior.

The Board imposes prison terms and makes release decisions for offenders whose criminal conduct occurred prior to November 01, 1989. The Board sets conditions of supervision for all offenders being released from prison, imposes sanctions for violations of supervision and determines whether discharge from prole supervision is compatible with public safety. The Boards 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 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:

The Board Assessment Specialists work with a high degree of independence to correctly interpret and apply laws, rules, policies, and procedures that govern offenders that have been convicted of sexual crimes. Staff are required to independently manage a caseload of sex offender notification and relief/reclassification cases. They prioritize and track cases to meet statutory deadlines and agency benchmarks, maintain accurate records and ensure timely communication with stakeholders. To accomplish these tasks, incumbent must first determine which risk assessment methodology will be completed to evaluate an offender’s risk to reoffend.

Once the correct assessment methodology is determined, incumbent must thoroughly investigate the offender’s criminal history by using various resources including but not limited to the Law Enforcement Data System (LEDS), Oregon Justice Information Network (OJIN), JJIS, Pacer, eCourt and National Crime Information Center (NCIC), PBMS, DOC400, Cop Link/Crime Tracer, SOR and others. Incumbent reviews court records, judgments, legal filings available, archive records and others to extract relevant facts and timelines. The incumbent is then tasked with interpreting, and applying the correct policy’s, rules, procedures, and laws, then applying that information using the Static99 methodology to accurately determine the offender’s notification level for the State of Oregon’s Sex Offender Registry. This determination will consequently affect the offenders legal right and eligibility to request reclassification or relief from the State of Oregon’s sex offender registry.

Incumbent may complete personal investigative interviews with offenders via phone and electronically to clarify or gather additional information. Incumbent investigates out of state laws, policies, rules, and procedures to accurately interpret offenders arrest charges and/or convictions.

This position uses mathematics to solve problems or gather information for multiple area’s including but not limited to; sentencing data, length of time of post-prison supervision, age at time of offence, age at release, intimate relationships, familial relationships, determining stranger victims (example: was the offence within 24 hours of contact, or after the 24-hour timeframe).

Incumbent is an authorized representative of the Board of Parole, with signature authority over the ‘Final Order’, a legal document related to sex offender notification levels including but not limited to initial assessments and reclassifications.

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
70%	R	E	<p>Research and Assessment of Offenders</p> <p>The ultimate purpose of this position is to research and first determine which methodology will be used to complete an evaluation of an offender’s risk to reoffend.</p> <p>The Assessment Specialist thoroughly investigates offenders’ criminal history by using various resources, and may complete personal investigative interviews with offenders via phone and electronically to clarify or gather additional information as needed.</p> <p>The Assessment specialist accomplishes this by using evidence based and substantiated information including gathering, interpreting, and applying the correct policy’s, rules, procedures, and laws to accurately determine the offenders notification level for the State of Oregon’s sex offender registry as well as the offenders’ legal rights and eligibility to request to be reclassified to a lower notification level or to be relieved from the sex offender registry altogether.</p>

			The Assessment specialist then notifies offenders and all necessary authorities of this assigned level via written notice.
10%	R	E	<p>Communication, Consultation and Training</p> <p>The Assessment Specialist communicates on a regular basis in person, by telephone and in writing with all levels of agency staff, state and local government and law enforcement agencies, the Department of Corrections and/or community corrections agencies, private agencies and/or the public for the purpose of providing or requesting information, responding to questions and complaints, resolving and/or negotiating solutions to problems, and interpreting state laws, rules and regulations and agency policies and procedures.</p> <p>Incumbent regularly meets with management to make presentations and participate in discussions to develop goals, plans, and solutions to problems within the scope of designated responsibility as well as aid in building training modules for partner agencies and other staff.</p>
10%			<p>Program auditing and analyzation.</p> <p>The Board Assessment Specialist works with management with administrative research, analysis, evaluation and interpretation for projects or studies related to the sex offender notification level system and registration requirements, as well as auditing and/or monitoring the program or operation.</p> <p>Incumbent works with management in establishing and maintaining procedures necessary in carrying out assigned activities related to the sex offender notification level system and registration requirements.</p> <p>This position coordinates projects or other activities with Federal, Local and State agencies to accomplish identified goals and objectives; monitors program compliance with relevant laws; implements recommendations approved by agency management; Assists administrative superior in developing long and short range operational or program goals, research information and responds to inquiries from investigators, hearing officers, law enforcement personnel, attorneys, State and Federal legislators, staff from public and private agencies or the public.</p> <p>Interprets rules and regulations and provides information, advice, and direction to agency staff, the public or other state, local or federal agencies to assist them in carrying out assigned activities and determine an appropriate course of action.</p> <p>Assesses needs and problems of assigned program area and prepares recommendations regarding training needs or changes to policies and procedures.</p>
10%	R	E	<p>Administrative</p> <p>Maintain continuous education and training to comply with ever changing laws, rules, policies, procedures, programs, and methodologies used. Remain competent, informed and capable of providing the best possible determination or conclusions to the community and stakeholder(s) in an ever-changing public safety environment.</p> <p>Utilize universal computer programs such as Microsoft programs, internet search engines as well as specialized programs needing additional training such as LEADS, DOC400, PBMIS, NCIC and others.</p> <p>Maintain electronic records and files per applicable state, federal and agency policies.</p> <p>Other Duties as assigned.</p>

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 requires direct and indirect contact with offenders, victims and the public who may become hostile and angry. The nature of this position will expose incumbent to sometimes violent, graphic and disturbing content as it relates to sexually offending behavior, creating the potential for secondary trauma. Secondary trauma is a real occurrence that has been found to have very profound effects on individuals and organizations. Recognizing the symptoms, understanding the risk factors, and implementing appropriate coping strategies are crucial for promoting wellbeing and preventing burnout in those who are exposed to trauma through their work or personal lives.

This position may be required working beyond forty (40) hours per week, working evenings and/or weekends, and may require travel throughout the state, sometimes overnight. Work is performed both in a typical office setting as well as possible telework that includes prolonged sitting at a computer terminal and requires strict attention to detail and meeting deadlines.

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.

The duty(s) of this position requires interpretation and application of multiple State and Federal laws, as well as agency rules, policies, and procedures for Oregon and other states as they relate to public safety and sex offences.

- b. How are these guidelines used?

Incumbent will use these laws and policies for reference to and knowledge, that are necessary to perform the duties as described above. These guidelines are used to ensure compliance with applicable regulations and standards for equal and consistent treatment of offenders; assists in applying the 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?
Oregon State Police – Sex Offender Registration Unit	Email, phone, fax, written documents, mail, in person	Assist in determining notification level and placement on OSP / SORU website.	Daily / as needed
DOC, Oregon and other state or federal law enforcement agencies, general public, inmates, offenders	Email, phone, fax, written documents, mail, in person	Assist in compiling required data.	Daily / as needed
Courts, OJIN / eCourt, LEDS	Email, phone, fax, written documents, mail, in person	Assist in compiling required data.	Daily / as needed
Offender Information and sentencing computation (OISC).	Email, phone, fax, written documents, mail, in person	Assist in compiling required data.	Daily / as needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The Board Assessment Specialist makes judgement decisions on the appropriate risk methodology to use for each individual offender, must understand and gather the correct information needed to complete the assessment, understand, interpret, and apply the correct policies, procedures and laws associated with each instance to correctly apply all given information correctly.

Incumbent regularly communicates with offenders, victims, public safety agency's internationally, management and other staff to investigate and gather information and also to explain the various policies, rules, procedures, laws, changes in laws and decisions them. Incumbent must use good judgement and decisions regarding these conversations, keeping in mind public record laws, and releasing of critical information laws while doing so.

The effect of these decisions can severely impact the safety of the victims of crimes, the public, as well as the offender and their constitutional freedoms and local laws.

Incorrectly interpreting and applying information to their tasks, or releasing confidential or protected information, can directly impact the legal rights and safety of victims, and offenders, as well as opening the agency to legal consequences and litigation for the State of Oregon.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Operation's Manager	4000010	Performance is reviewed on an ongoing basis though day to day supervision, regular meetings, automated communication	Daily / as needed	Performance is reviewed to determine general efficiencies and effective compliance
Executive Director	4000007	Performance is reviewed on an ongoing basis though day to day supervision, regular meetings, automated communication	Annually / as needed	Performance is reviewed to determine general efficiencies and effective compliance

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?

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

Must be able to obtain and maintain LEADS certification; must be able to obtain required assessment tool training and maintain inter-rater reliability of assessment tool.

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

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

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 Board of Parole is committed to creating a diverse workforce that reflects our state, country, and the world. The employee in this position will commit to the mission and goals of the agency by fostering and promoting an atmosphere that values a diverse, discrimination and harassment-free workplace; welcoming and celebrating diversity of opinions, ideas, and culture; performing duties in a manner that promotes quality customer service; encouraging effective and productive working relationships, including treating everyone fairly, courteously and respectfully; identifying and resolving problems in a constructive manner; improving processes and materials to benefit our internal and external stakeholders; being responsive to our stakeholders and co-workers; improving personal skills, and demonstrating openness to constructive feedback and suggestions.

The Oregon Board of Parole plays a key role in the enhancement of public safety, lowering crime rates and reduced recidivism which can be directly tied to attitudes and actions of our public safety professionals who must effectively apply the rules, policies, and laws in their daily interactions. All employees are expected to model pro-social behaviors and effectively communicate with individuals, stakeholders, co-workers, supervisors, and the public in support of these pro-social behaviors.

The Board of Paroles Mission and goals assist the agency in establishing priorities and helps solidify our organizational identity and culture. Our mission is to “support a safe and just Oregon by supporting positive change in individuals while maintaining accountability. Through engagement of partners, development of compassionate policies, and respect for diversity, our strong and valued workforce strives for a better future for our state.” Our goal is “to set the standard for parole boards in evidence informed decisions, innovative tools, and effective operations.”

The Oregon Board of Parole has a zero-tolerance of sexual abuse and sexual harassment within our Agency, as well with volunteers, interns, and contractors. Additionally, the Prison Rape Elimination Act (PREA) is to ensure a safe and humane environment for justice involved individuals, free from the threat of sexual abuse and sexual harassment as well as our employee/volunteer/contractors/interns. All forms of sexual contact and sexual harassment between criminal justice involved individuals and employees/volunteers/contractors/interns is prohibited by the Board of Parole. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Board professionals have a valuable role in the delivery of our services, and commitment to our mission and goals. Despite the differences in training, culture, and job specific missions, we all have common goals. When Board staff

share appropriate information, show mutual respect, have proper orientation and training, with ongoing communication, we provide the foundation for our role in public safety. All staff are expected to follow these principles.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
	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		