STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/21/2026

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

Agency: Oregon Criminal Justice Commission

Facility: McGilchrist House

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Executive Support Specialist 1	**b.** Classification No:	Z0118
c. Effective Date:		**d.** Position No:	0000006
e. Working Title:	Executive Assistant	**f.** Agency No:	21300
g. Section Title:	Director's Office	**h.** Budget Auth No:	0708250
i. Employee Name:		**j.** Repr. Code:	MENN

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

l. Supervisor: Executive Director

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

n. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Administrative ☐ Professional ☐ Computer

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 Criminal Justice Commission (CJC) is to improve the effectiveness and efficiency of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning.

The primary duty of the agency is the development and maintenance of a comprehensive, long-range plan for a coordinated criminal justice system in Oregon that encompasses public safety, crime reduction and prevention, and accountability, treatment and rehabilitation for individuals involved. The scope of this work includes:

- Analyzing crime, prison use, recidivism and other public safety outcomes throughout Oregon
- Estimating the fiscal and racial/ethnic impact of statewide public safety legislation and initiatives
- Coordinating advisory committees and technical assistance related to criminal justice reform
- Administering federal and state grants aimed at local justice system improvements and innovations

This position is established within the Director's Office to provide confidential executive support to the Executive Director and serve as the primary point of contact for internal and external constituencies on matters pertaining to the Criminal Justice Commission (CJC) and the Juvenile Justice Policy Commission (JJPC).

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:

Coordinate the administrative functions of the Director's Office by organizing executive outreach and serving as a liaison to commissioners, the Governor's Office, legislators, and state or local partners.

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
35%	R	E	**Executive Support**
			• Communicate directly, and on behalf of the Executive Director, with agency staff, executive leadership, commissioners, government officials, and the public.
			• Receive information and inquiries addressed to the Executive Director, with Agency, or Commissions, and determine appropriate action, referral, or response.
			• Relay issues and concerns to the Executive Director regarding the agency or Commissions, including matters of a sensitive or confidential nature.
			• Maintain the Executive Director's calendar of meetings, hearings, and other appointments.
			• Manage meeting requests and scheduling conflicts for the Executive Director.
			• Schedule Executive Team meetings and prepare materials.
			• Advise the Executive Director of upcoming or changing calendar events and ensure follow-up actions are scheduled.
			• Draft and disseminate general and/or confidential correspondence of the Director's Office.
			• Manage special projects as assigned by the Executive Director, including event planning, public awareness campaigns, and internal and/or external partner workgroups.
			• Arrange travel itineraries and reservations for the Executive Director, compile travel-related documents, and complete travel expense detail reports.
35%	R	E	**Commission Support**
			• Poll commissioner availability and schedule CJC, JJPC, and subcommittee meetings.
			• Confirm and monitor CJC, JJPC, and subcommittee meeting attendance to identify issues that affect quorum.
			• Prepare agendas and file public notice of CJC, JJPC, and subcommittee meetings in accordance with state law.

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

			• Receive requests to provide public comments and relay requests to the Executive Director and chairpersons of the Commissions.
			• Prepare and distribute materials for CJC, JJPC, and subcommittee meetings.
			• Record and publish minutes and materials from CJC, JJPC, and subcommittee meetings in accordance with state law.
			• Serve as liaison between commissioners and the Governor's Executive Appointments Office, including commission records, annual training requirements, and reappointment procedures.
			• Assist individuals with application and appointment procedures for becoming a member of the CJC or JJPC.
			• Arrange travel itineraries and reservations for commissioners, compile travel-related documents, and complete travel expense detail reports.
25%	R	E	**Agency Administrative Support**
			• Organize agency policies and procedures and maintain periodic review schedule.
			• Review and edit agency policies and procedures for formatting and typographical errors.
			• Draft, revise, and organize written materials related to the agency and Commissions, including descriptions, member biographies, program or initiative brochures, and webpage information.
			• Serve as point of contact for external communications relating to the agency and Commissions.
			• Answer agency phone line and make direct calls to appropriate staff.
			• Collect and distribute US mail and deliveries to the agency.
			• Assist staff with ordering supplies and other office-related needs such as communicating with DAS-IT, Facilities, Human Resources, Payroll, and external vendors.
5%	R	E	**Other Duties as Assigned**
			• Participates in meetings for the purpose of gathering information required to perform job functions.
			• Provide support for coordination of the Commission's administrative rules.

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.

Duties are performed in a hybrid work environment. This position requires significant use of a computer and videoconferencing. While in the office, there is a shared office design resulting in on-going audible distractions. This position requires the ability to work for extended times at a computer terminal with frequent use of common office technology, including phones, computers, and copy machines. Work includes long periods of remaining stationery. There are frequent short deadlines and timeframes for vacations may vary due to these deadlines. Occasional travel for meetings may be required and working more than normal duty hours.

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 always maintained. 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 many tasks.

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 Administrative Services (DAS) Policy, Rules and Procedures, CJC Guidelines and Policy, Oregon Administrative Rules, applicable Oregon Revise Statutes, Public Records Law, Public Meeting Law, applicable legislation related to administrative operations.

b. How are these guidelines used?

This position refers to the above guidelines to ensure compliance with governing rules and regulations, operating policies and procedures, and as technical references for following established industry standards and agency protocols.

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".*			
Executive Director; Executive Leadership	in-person/virtual/phone/ in writing	Provide/obtain information; review/discuss activities, projects, and policies	Daily
CJC Chairperson and Commissioners; JJPC Chairperson and Commissioners	in-person/virtual/phone/ in writing	Provide/obtain information; review/discuss schedules, agendas and materials	Weekly
Agency Staff	in-person/virtual/phone/ in writing	Provide/obtain information; review/discuss activities, projects, and policies	Daily
Local, State and Tribal Organizations	in-person/virtual/phone/ in writing	Provide/obtain information	As needed
Governor's Office Staff; Legislators and Staff	in-person/virtual/phone/ in writing	Provide/obtain information	As needed
General Public	in-person/virtual/phone/ in writing	Provide/obtain information	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The position will make decisions necessary to prioritize the communication and workflow of the Director's Office, Criminal Justice Commission, and Juvenile Justice Commission. This position is also responsible for mitigating potential risk to the agency or Commissions by determining appropriate actions for information and inquiries received as a primary point of contact for internal and external constituencies.

Areas of work affected by decision-making include managing sensitive or confidential information, composing clear and accurate written materials, and the timely dissemination of information in accordance with state law and the expectations of the Executive Director.

Inappropriate decisions could negatively impact the agency's ability to meet changing priorities and may prevent the agency from providing internal and external contacts with necessary information. Providing inaccurate information to agency staff or the public could negatively impact decisions based on the

information provided. Inaccurate or inappropriate determinations made by this position may also put the agency at risk for liabilities related to public meetings law, records retention, or statewide accounting policies, as well as negatively impact the agency's efforts to ensure professionalism and quality customer service.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Head	0000001	Routine observations; in-person or virtual meetings; formal and informal assessment of work products	Routinely and quarterly	Performance accountability and 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? _____

How many employees are supervised through a subordinate supervisor? _____

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 incumbent must demonstrate strong customer service skills; excellent listening, verbal and written communication skills with the ability to understand varying needs and perspectives.

The incumbent must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility.

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".*

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
Ryan Keck	5/21/26		
Appointing Authority Signature	Date		