



**STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION**

Position Revised Date:
1.9.23

This position is:

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

Agency: Oregon Health Authority

Division: Oregon State Hospital

New Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Administrative Specialist 1
- b. Classification No: C0107 c. Effective Date: 01.10.23
- d. Position No: 1025625
- e. Working Title: Administrative Support to Forensic Evaluation Service/Legal Affairs
- f. Agency No: 44300
- g. Section Title: Oregon State Hospital Legal Affairs, Forensic Evaluation Service
- h. Employee Name: Vacant
- i. Work Location (City — County): Salem – Marion
- j. Supervisors: Dr. Morgyn Beckman
- k. Position: Permanent Seasonal Limited Duration Academic Year
 Full-Time Part-Time Intermittent Job Share
- l. FLSA: Exempt If Exempt: Executive m. Eligible for Overtime: Yes
 Non-Exempt Professional No
 Administrative

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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. OHA’s health equity definition is “Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution

or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Oregon State Hospital Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with stakeholders and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

The purpose of the Forensic Evaluation Service is to provide court ordered forensic evaluations, typically capacity to stand trial and criminal responsibility evaluations.

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:

Provide administrative support to the Forensic Evaluation Service including requesting and maintaining information for forensic evaluations; communicating with courts; attorneys; and jails. This position will also provide administrative support to the Director and Associate Director of the Forensic Evaluation Service. This position will work closely with the Executive Support Specialist 1s (ESS1s) in the Forensic Evaluation Service.

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.

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

% of Time	N/R/NC	E/NE	DUTIES
<p><i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i></p>			
<p>DUTIES AND RESPONSIBILITIES</p>			
50%	R	E	<p>The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties as well as other related duties.</p> <p>1. Administrative Office Duties</p> <p>Provides primary administrative support, technical assistance and serves as a liaison for the Forensic Evaluation Service. Prepares court ordered reports and other official documents; locates, assembles, and appropriately distributes confidential, technical information. Maintains correspondence files (both physical and electronic), reports, court orders, and other forensic and legal information.</p> <p>Other duties as assigned: Will provide support services for the Director and Associate Director of the Forensic Evaluation Service and the evaluators of the Forensic Evaluation Service including helping with video technology as necessary. Will act as a liaison and provide guidance to the Forensic Evaluation Service Executive Support Specialist 1st after receiving direction from the Director and Associate Director of the Forensic Evaluation Service.</p>
25%	R	E	<p>2. Legal Documents and Correspondence</p> <p>Transcribe legal documents and correspondence. Read court orders. Provide guidance to the Executive Support Specialists on court orders that are unclear prior to reaching out to the Director and Associate Director for further guidance when necessary.</p>
25%	R	E	<p>3. Evaluation Preparation and Monitoring</p> <p>Communicate all scheduled evaluations with courts; attorneys; interpreters; and evaluators. Examine documents to verify legal steps, deadlines, and due process requirements. Advise the Director and Associate Director of the Forensic Evaluation Service of items needing attention after first reminding the Executive Support Specialists of what needs to be completed that has not. Establish and maintain a system to track evaluations and documents.</p>

			<p>In addition to what the Executive Support Specialists do for communicating scheduling, the person in this position will distribute weekly scheduling lists, such as the lists to the units at the Oregon State Hospital, and other scheduling communication as assigned by the Director and Associate Director.</p> <p>Read orders to interpret order type and validity; consult with the Director and Associate Director; correct information; and follow-up when needed including providing guidance to the Executive Support Specialist 1s when they have questions about court documents and orders.</p>
Ongoing	R	E	<p>CULTURAL COMPETENCY AND DIVERSITY</p> <ol style="list-style-type: none"> 1. Consistently treats consumers and co-workers with dignity and respect. 2. Demonstrates recognition and appreciation of the value of individual and cultural differences. 3. Assures that service delivery is provided in a culturally competent way; assures that printed material are available in different languages as needed and/or in alternate format; bilingual services available and facilities are accessible for all consumers. 4. Understand how to process OSH Cultural Diversity Manager with questions or practical assistance with service delivery.
Ongoing	R	E	<p>CORE VALUES</p> <ol style="list-style-type: none"> 1. As an employee of Oregon State Hospital and the Forensic Legal Services Department, demonstrates awareness, understanding, and alignment with the OHA Core Values of Integrity, Stewardship, Responsibility, respect, and Professionalism. Maintains a positive work attitude and working relationships.
Ongoing	R	E	<p>Work in tandem with the Executive Support Specialist 1s in the Forensic Evaluation Service to ensure that all evaluations are to the court on time and that all orders are processed and responded to in a timely manner. This position will do much of the same work as an Executive Support Specialist 1 for the Forensic Evaluation Service but at a more advanced level, both requiring less oversight by management and providing more guidance to colleagues in the Executive Support Specialist 1 job series. The person in this position will also do more scheduling communication.</p>
Ongoing	R	E	<p>This position requires a Monday-Friday 8 AM to 5 PM work week to ensure that each business day is covered (excepting time off). This position requires a mix of in person and remote work.</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.

Professional, fast-paced work environment. Frequent interruptions for emergency or rush projects. Ability to set and reset priorities on a daily basis and meet all deadlines. High priority for accuracy and detail. Must maintain patient and staff confidentiality. Work hours subject to change with little notice. May be required to work hours that exceed regular schedule. May be required to spend time physically at the Forensic and/or Evaluation Service and to work remotely. Ability to effectively and efficiently work independently both on site and remotely.

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:

- OHA/DHS Policies and Procedures
- OSH Policies and Procedures
- Electronic Health Record (Avatar) Training Manual
- Oregon Revised Statues (e.g. but not limited to ORS 161.360, ORS 161.300, ORS 161.365, ORS 161.370, ORS 161.315)
- Oregon Administrative Rules (e.g those related to forensic evaluation)
- Ecourt Policies and Procedures

b. How are these guidelines used?

General knowledge of applicable laws, hospital policy and procedures to respond to staff, patients and the public and to protect confidentiality and hospital liability

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

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

Who Contacted	How	Purpose	How Often?
OSH Administration	Phone, in person, email, via video technology	To provide support as needed	Weekly
Other State Agencies	Phone/email/via video technology	Information/Scheduling	Weekly
Forensic Evaluators	Phone/in person/email/via video technology	To request and provide information	Daily
General Public	Phone/email/via video technology	To request and provide information	Daily
Law Enforcement	Phone/email/via video technology	To request and provide information	Daily

Judiciary (attorneys, judges, related staff)	Phone/email/via video technology	To request and provide information	Daily
Program Directors & Discipline Chiefs	Phone, in person, email, via video technology	To provide and receive information and services	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

Participates as a member of the agency management team, and has direct responsibility for completion of assignments as determined in agency/department management meetings. Prioritize work assignments (often interrupted) in order to meet deadlines and expectations of staff. Need to make decisions about the best referral for patients, families and others contacting the hospital on a variety of issues in person and on the telephone. Deals with confidential and high sensitive information on a daily basis.

Decision making will include decisions about prioritizing incoming communications and court orders and assigning them to the Forensic Evaluation Executive Support Specialist and Administrative Specialist staff according to expectations outlined in the department's procedures manuals, statutes, laws, and by the direction of the Director and Associate Director. This will ensure timely communications with our customers according to their level of need.

The position provides guidance to Executive Support Specialist 1 staff members about questions they have and when to ask the Director/Associate Director. This position also triages the prioritization of work.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

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

Classification Title	Position Number	How	How Often	Purpose of Review
Director and Associate Director of the Forensic Evaluation Service.		Daily meetings/communications, person and/or via technology consultations, review of written documents and evaluations	Daily	Review performance of duties; annual performance evaluation

SECTION 9. OVERSIGHT FUNCTIONS

- 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 and 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.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

Organization, prioritization and time management skills along with good written and oral communication skills for a variety of customers (staff, patient and public) to answer questions and explain information, policies and decisions as needed.

PC skills: MS Office Suite, or other software utilization

Body of Knowledge Oregon Revised Statutes and Oregon Administrative Rules related to forensic evaluations/

<p>BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i></p>		
Operating Area	Biennial Amount (\$00,000.00)	Fund Type

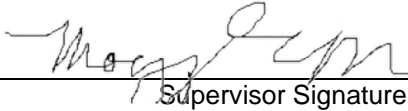
SECTION 11. ORGANIZATIONAL CHART

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

09/08/2023

Date

Appointing Authority Signature

Date