



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:  
1/31/2024

Agency: Oregon Youth Authority

Facility/Operational Area: Statewide

☐ New

☒ Revised

## This position is (Service Type):

☒ Classified (C)

☐ Unclassified (U)

☐ Executive Service (Z)

☐ Supervisory

☒ Non-Supervisory

☐ Management Service (X)

☐ Mgmt Svc - Supervisory (MMS)

☐ Mgmt Svc - Managerial (MMN)

☐ Mgmt Svc - Confidential (MMC)

## SECTION 1. POSITION INFORMATION

a. Classification Title: Electronic Security Technician 2

b. Classification No: C4051

c. Effective (Established) Date: 12/2025

d. Position No:

e. Working Title: Electronic Security Technician (EST)

f. Agency No: 41500

g. Section Title: Physical Plant Operations (PPO)

h. Budget Auth No: 000928080

i. Employee Name:

j. Union Repr. Code: ☐ AFSCME (ACC)

☐ SEIU (OXNI)

k. Work Location (City/County): Woodburn / Marion

☒ SEIU (OAI)

l. Supervisor Name: Dan Deder

m. Position: ☐ Permanent

☐ Seasonal

☒ Limited Duration

☐ Academic Year

☒ Full-Time

☐ Part-Time

☐ Intermittent

☐ Job Share

n. FLSA: ☐ Exempt

If Exempt: ☐ Executive

o. Eligible for Overtime: ☒ Yes

☒ Non-Exempt

☐ Professional

☐ No

☐ Administrative

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:

☒ Yes ☐ No

**ORS 238.005(19)(t)** Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation, or supervision of juveniles placed in such facilities.

OR

☐ Yes ☒ No

**ORS 238.005(19)(u)** Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18<sup>th</sup> birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

## 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.**

As part of the Business Services department, the Physical Plant Operations office's responsibilities include: ensuring the physical security of youth correctional facilities; maintaining safe physical plants; building maintenance and repair; groundskeeping; fleet vehicles services; real property management; and sustainable building operations.

- 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:"**

This position is a statewide position and will maintain Electronic Security Systems at all OYA facilities around the state as needed.

This position installs, maintains, modifies, troubleshoots, and repairs manual and computer controlled electronic systems such as closed-circuit television (CCTV), programmable logic control (PLC), digital video recorder (DVR), monitoring devices, alarm systems and other access control systems which are used at OYA youth correctional facilities and camps. Review and recommend installation and elimination

of OYA electronic and security systems and programs. This work may involve design/engineer and planning.

This position requires a Limited Energy Class A (LEA) electrician license and knowledge of electronics and principles of electronics with a background in electronic security. The individual must be capable to interpret, inspect, evaluate, replace, align, and adjust electronic security equipment. This position is responsible for emergency failures and the restoration of effected equipment and will assist in OYA emergency repair work. May also perform or assist with other emergency non-maintenance work, if needed.

Primary responsibility for every OYA employee is for the safety, health, and wellbeing of youth offenders.

#### Direct Youth Related Duties:

Supervise, instruct, and train youth in the areas listed below. Work with youth to train them in a variety of building maintenance and construction skills, and to teach them good work habits, safety, housekeeping and proper use of hand and power tools. Assist other co-workers, managers, subordinates, and peers with monitoring and supervising youth while performing related duties within buildings and throughout the campus. Ensure camp security is a priority and report all suspicious youth activities to prevent infractions, contraband, and potential escapes. Supervise youth work crews to accomplish various building related maintenance activities. Ensure tool and equipment security is a high priority to maintain proper control during building maintenance activities and to ensure tools, equipment and materials are properly accounted for and inventoried. Responsible for daily, weekly feedback to unit staff as needed and final evaluations of youth in the work program. The person in this position works with the youth on an ongoing reoccurring basis for periods of significant portions of their work week.

### SECTION 3. DESCRIPTION OF DUTIES

*Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:*

*Perform position duties in a manner that aligns with the agency's core values and 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 positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.*

*Performs proper maintenance, securing, and safeguarding of confidential video, audio, and logging records and data paying special attention to the fact that this information is sensitive and confidential. Follows federal, state and agency policies in securing, accessing, storing, and sharing of all data. Purges manual and electronic records based on the state's General Retention Schedule and OYA Policy.*

**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.**

**Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.**

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

% of Time	N/R/NC	E/NE	DUTIES
70%	N	E	<p><b>Alter, Install, Maintain and Repair</b>  Alter, install, maintain, and repair all manual and computer controlled electronic security and fire alarm systems. Perform regular inspections, preventative maintenance, and diagnostic evaluation of OYA electronic security systems by using digital and analog test instruments to ensure systems are maintained and operational. Systems include: Programmable Logic Control (PLC) and other access control systems, closed circuit television (CCTV), digital video recording (DVR), ADA door operators, card lock systems, magnetic locks, duress alarm systems, fire/smoke detection, airlock security devices, electric strikes, electrical cylindrical or mortise case locks, telephone systems and local area networks for security electronic systems.</p> <p>Electronically program commercial equipment and make final operational tests, alignment, and adjustments prior to and after installation or conversion. Assist Facilities Manager, maintenance managers, OYA staff and contractors by develop, maintain, and verify accurate drawings and schematics for each security system. Respond to emergency failures of equipment and systems. Troubleshoot and make repairs throughout at OYA facilities and camps. Analyze, develop, and implement computer programming to make sure continuous operation of integrated systems is working.</p> <p>Lead contact with OYA Information Systems for specialized network devices with proper IP addresses and communication protocol for security equipment utilizing the network or dial up devices.</p> <p><b>Programming and Component Integration</b>  Perform verification of security electronic programming to ensure systems are operating within manufactures parameters. Perform programming changes during security electronic systems upgrades and or retrofits. Program and revise existing computer-based telephone systems, digital video recording systems and various access control door systems.</p> <p>Review new construction plans and specifications for electronic door hardware, security systems and Americans with Disabilities Act (ADA) door operators to ensure adherence to fire and life safety standards, building codes and agency standards.</p> <p>Review electronic equipment computer programming for problems and effectiveness and make necessary changes to equipment</p> <p>Research new manual and computer controlled electronic systems and current technology and make agency recommendations to Facilities Manager, maintenance managers and OYA management team for new installations and upgrade ensuring new equipment interfaces with existing equipment by performing adaptation testing.</p> <p><b>Administrative</b>  Implement facilities operational procedures through coordination of training and resources for maintenance and operations personnel.</p> <p>Develop and maintain a technical library of repair manuals for all active equipment, schematics, wiring diagrams and specification sheets. Prepare monthly reports and manual and computer controlled electronic systems status reports. Develop training material and provide training to operating personnel in the proper operational procedures for equipment.</p> <p>Perform and/or lead special projects. Coordinate, supervise, manage, and inspect construction projects and contractors to ensure adherence to agency standards, contractual agreements, federal, state, and local codes, and regulations.</p> <p>Order supplies and maintain stock of readily available materials for electronic work. Maintain electronic inventory of the program's equipment and supplies and recommend inventory adjustments.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<b><u>Direct Youth Related Duties</u></b> Supervise, instruct, and train youth in the areas listed below. Work with youth to train them in a variety of building maintenance and construction skills, and to teach them good work habits, safety, housekeeping and proper use of hand and power tools. Assist other co-workers, managers, subordinates, and peers with monitoring and supervising youth while performing related duties within buildings and throughout the campus. Ensure camp security is a priority and report all suspicious youth activities to prevent infractions, contraband, and potential escapes. Supervise youth work crews to accomplish various building related maintenance activities. Ensure tool and equipment security is a high priority to maintain proper control during building maintenance activities and to ensure tools, equipment and materials are properly accounted for and inventoried. Responsible for daily, weekly feedback to unit staff as needed and final evaluations of youth in the work program. The person in this position works with the youth on an ongoing reoccurring basis for periods of significant portions of their work week.
20 %	N	E	<b><u>Electrical Duties</u></b> Perform electrical duties on campus as permitted by license.
10%	N	E	<b><u>Other Maintenance Duties</u></b> Assist facilities with other maintenance work as needed
Ongoing	N	E	<b><u>Housekeeping</u></b> Help maintain and control inventory of tools and equipment and practice good housekeeping in work areas and on job sites.  Assures the custody, control, training, and supervision of youth assigned to the department by taking appropriate action in locking designated doors, securing keys, monitoring youths' behavior, alerting campus security as necessary for assistance and providing instruction in work habits and work skills.  Each employee is to provide a positive, affirming environment which Values their fellow employees and the people they service.
Ongoing	N	NE	<b><u>Direct Youth Related Duties</u></b> Supervise, instruct, and train youth in the areas listed below. Work with youth to train them in general maintenance skills, and to teach them good work habits, safety, housekeeping and proper use of hand and power tools. Responsible for daily, weekly feedback to unit staff as needed and final evaluations of youth in the work program. The person in this position works with the youth on a daily basis for the majority portion of their day.
Ongoing	N	E	<b><u>Use the Equity lens:</u></b> Demonstrate commitment to understanding, identifying, and eliminating systemic barriers and processes that harm individuals and particularly marginalized people in actions and communications. Utilize OYA's equity lens process for analyzing the impact of the design and implementation of projects, practices, and decision-making authority on under-served and marginalized people and groups of people. Upon determining who is impacted, include representatives from affected peoples in decision making.
100%			

## 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.**

Job requires heavy lifting, and possible exposure to temperature extremes, harmful chemicals, noise, poor lighting, and air quality, working at heights, scaffolds, ladders, high buildings or places.

May require responding to emergencies, equipment failures, and storms after regular working hours. Subject to after hour emergency call-ins if needed. May be required to work overtime in order to complete important projects and repairs.

Must have valid Oregon driver's license and demonstrate the skill and ability to operate all vehicles which may be used to fulfill this job function. This work is performed at many locations throughout the State.

Daily contact with youth who may exhibit hostile, assaultive behavior. This position is located in close custody facilities which require, as a primary responsibility, strict adherence by each employee to security measures at all times to assure the custody, control, and supervision of youth.

Staff is expected to be a positive example and role model for other staff and youth. The staff is to be supportive toward OYA Facility policies and procedures. Being a positive role model includes but is not limited to: reliability; dependability; regular and punctual attendance in order to provide consistent services and provide public safety, neat personal appearance, treating all humans with respect and being a law-abiding citizen.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

The OYA campuses are tobacco free environments.

## 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 Revised Statutes and Oregon Administrative Rules  
OYA and local Policy and Procedure Manual  
Follow all Federal and State laws pertaining to juvenile institutions  
Oregon State Building Codes  
Universal Building Codes (UBC)  
Universal Fire Codes (UFC)  
National Electric Code (NEC)  
OSHA  
Oregon Fire Codes

- b. How are these guidelines used?**

The above policies, procedures, rules, and local building codes need to be followed in the employee's daily work.



## 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 table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How On
Facilities Manager	In Person/Phone	Prioritizing/Consultation/Performing Work	Weekly
Facilities Maintenance and Operations Supervisors	In Person/Phone	Prioritizing/Consultation/Performing Work	Daily
Facility Maintenance Staff	In Person/Phone	Prioritizing/Consultation/Performing Work	Daily
Superintendents/Camp Directors	In Person/Phone	Prioritizing/Consultation/Performing Work	Monthly
Other OYA Staff	In Person/Phone	Prioritizing/Consultation/Performing Work	Daily
Private Contractors	In Person/Phone	Coordinating Contracts/Performing Work	Weekly
Youth	In Person	Assigning/Coordinating Work	Daily
State Fire Marshall	In Person/Phone	Compliance with Fire Codes	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Evaluate, develop new operational procedures. Prioritizing work requests. Decision making on types of equipment and parts to be installed. Consulting with Maintenance and Operations Supervisor, Facility Manager, and Institution's Superintendent regarding electronic control systems issues.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of this position?**

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
Maintenance and Ops Supervisor	0699003	In Person	Daily	Awareness of duties and annual performance appraisal.
Facilities Manager	0795471	In Person, Email, Phone	Weekly	Awareness of duties and annual performance appraisal.

## 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"/> Prepare 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:

The position is responsible for operating and maintaining all the infrastructure and mechanical and electrical systems in the facility.

Requires general knowledge of:

- Practical applications of engineering science and technology, including applying principles, techniques, procedures, and equipment to the design and production of electrical systems.
- Alteration techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Machines and tools including their designs, uses, repair, and maintenance
- Materials, methods, and the tools involved in the construction or repair of facilities.
- Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily based on mechanical (not electronic) principles.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Principles and processes for providing customer services, including customer needs assessment, quality standards for services, and evaluation of customer satisfaction.

Extensive knowledge of:

- Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data property, and facilities.
- Circuit boards, processors, chips, electronic equipment and computer hardware and software including applications and programming.
- Computers and computer systems (including hardware and software) used to program, write software, set up functions, enter data, or process information.
- Electronic theory and equipment including computer-based detection systems, fire systems, closed-circuit television (CCTV), digital equipment, and radio communication systems and telephone systems.
- Estimates sizes, distances, and quantities; or determine time, costs, resources, or materials needed to perform a work activity.

Other requirements:

- Vehicle Driver's License.
- Some knowledge of HVAC/Electrical Systems.
- A Limited Energy Class A (LEA) electrician is required
- Ability to communicate effectively with co-workers, youth, and vendors, written and verbal.
- Ability to read and follow oral and written instruction, policies, and guidelines.
- Read and perform work using blueprints and shop drawings.
- Must have the fine motor skills required to safely use test equipment, instruments, and tools.
- The analytical ability to resolve complex mechanical problems and to contribute creatively to problem solving is required.
- Ability to adapt to change and be able to give and receive feedback.



- Provide polite and professional service to youth offenders, staff, contractors, and other “customers” of the facility.
- Ability to keep sensitive youth and staff protected data confidential. Ability to correctly secure sensitive youth and staff data, maintain correctional facility security, safeguard CCTV access, and manage and maintain network and information security.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:  
**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

## 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