



The position exists within the Department of Corrections, Fiscal Services, Snake River Correctional Institution (SRCI) Business Office located five miles Northeast of Ontario, at 777 Stanton Blvd in Malheur County. It is an essential function within the overall requirements of the Department's Fiscal operations.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

**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 purpose of this job/position is to provide administrative, technical, and confidential service/support for the Business Services section of ODOC. The Business Services section includes, the Business Office, Warehouse, Property Control, Inmate Trust Accounts, Purchasing, and budget preparation and tracking. This position reports directly to the Statewide Business Services Manager providing him/her, a wide variety of administrative, accounting, confidential, and clerical duties. This position will be involved in every aspect of the SRCI Business Service operations, and various aspects of Business Service operations for all facilities in the ODOC, requiring a comprehensive knowledge of DOC and State of Oregon Rules, Policy, Procedures, AFAMIS, DOC 400, generally accepted accounting rules and computerized word processing and spreadsheets.

**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
		E	OAM The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

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

40%		E	<p><b><u>Vendor Address Book – SFMA and AFAMIS – Statewide:</u></b>  Works closely with the DOC Accountant to insure operation of the Vendor Address Book is performed according to standards, rules and regulation. Reads, codes, and selects appropriate format for job from procedures manual to enter data from a variety of handwritten or typed source documents using alpha and/or numeric key station of data entry terminal. Identifies errors in source documents and contacts user for clarification or refers to appropriate staff for return to author.</p> <p>Enters data from handwritten or typed source documents. Reenters or enter new data from source documents initially keyed by another operator to verify accuracy, correct errors, insert missing information, and delete unnecessary information. Contacts vendor for clarification of data being entered or to obtain W-9. Forwards W-9 to SFMA when obtained.</p> <p>Trains staff on use of AFAMIS Vendor Address Book and use of SFMA (Department of Administrative Services Accounting System) Vendor Address Book. Coordinates with all departments within our agency the use of the vendor address book, including new entries, amendments, address changes, information updates, proper documentation for record keeping and all other aspects of use within the vendor address book. Assist staff members in setting up Direct Deposit from reimbursement of payments.</p>
45%		E	<p><b><u>Purchasing:</u></b> Advises and instructs SRCI staff in purchasing policies, procedures, rules, regulations and contracts. Serves as the fiscal services resource for assistance and provides training to staff on all aspects AFAMIS accounting system.</p> <p>Oversees the preparation of purchase documents, submits request for purchases from various sections including warehouse stock items for approval to Superintendent, Assistant Superintendent and/or Section Managers per established criteria. Reviews and maintains expenditure detail spreadsheet on all processed purchase orders. Applies proper cost centers to purchase orders into the AS400 AFAMIS (Automated Financial Accounting Manufacturing Inventory System) for processing in Central Office. Keeps orderly files and records.</p> <p>Possess State Of Oregon SPOTS Card to purchase necessary items for SRCI. Maintains receipts and prepares spreadsheet for monthly SPOTS statement. Acts as a resource for SRCI SPOTS users regarding monthly statements, purchasing guidelines and rules. Process documentation and applications for new users, assist in training and monitor list of institution users. Collect cards from users that are no longer applicable card holders. Liaison between SPOTS coordinator in Accounting and SRCI.</p> <p>Coordinator of Office Max program for SRCI. Process request to gain access for new users for Office Max online ordering. Train users to use online ordering, act as a resource for guidelines addressing questions and concerns for users or their supervisors. Order all office supplies for the administration area of SRCI, working with</p>

administrative staff as well as the inmate orderlies assigned to the administrative area for their needed supplies. Receives and distributes items ordered, handles returns and reconciliation of office supplies.

Coordinator for SRCI cell phones and technical equipment. Request new/replacement cell phones or technical equipment. Update Emergency Preparedness database with current information. Assist staff with equipment upgrades or replacement and trouble shooting. Tracks all equipment, prepares all user forms, maintains and trains staff on emergency shut off procedures, trains staff on use of equipment, reviews available equipment types and makes recommendations for facility use, meets with vendors to do cost analysis for institution use. Receives monthly bill for over 100 users, formats and categorizes data from bills for adaptation of monthly report, shares usage detail in report with managers and sections managers alerting any overages or excess cost, lines of service that are active and should be shut off. Works with cell phone vendor to shut off lines, start new lines of service, make changes to calling plans, transfer phones for users and other services.

Liaison for all the institution copiers. Assists staff with equipment upgrades on copiers. Assist with installation of new equipment and removal of old equipment. Prepare justification letters for equipment not on contract. Coordinators with vendor the meter readings and repair for all sections.

Updates Signature Delegation Forms for AFAMIS users, State Treasury Signature Forms (Eastside Business Offices), Pre-approved authorizations payments for utilities (SRCI only).

Quarterly visits to all housing units in a 3000 capacity facility to count the number of inmate owned TV's in each cell for billing purposes. Answers questions for inmates during visit regarding TV's, phones or other needed information.

Acts as the contact person/coordinator for the Commission for the Blind vending machines. Coordinates with members of the commission and the vending machine companies for repair, placement and other issues regarding vending machines. Provides tours in secure perimeter of facility as well as escorts for vendors to come into facility and repair, replace or install machines in areas populated by inmates. Disseminates information to staff regarding vending machines.

**Accounting:** Processes payments including memo payments and invoices by reviewing, checking, and obtaining necessary approvals, checking form for proper account coding, typing cover memo as needed and forwarding invoices to Central Accounting for payment. Communicates with vendors and Accounting staff as needed when there is a problem with orders placed or billing problems by researching and analyzing to come to a resolution. Prepares and reviews Journal Entries for Snake River and forwards to Accounting for processing. Tracks and receives payments for all institution utilities, OCE payments, and facility vehicle gas and motor pool

billings.

Acts as lead travel coordinator for SRCI. Makes travel arrangements, reviewing all Travel Expense Detail Sheets for submission to Accounting for payments, provides training to travel coordinators at SRCI on policy, procedure and rules as well as procedures for submitting, arranging and organizing travel. Deals directly with vendors regarding travel issues. Acts as the lead for all out-of-state travel for SRCI. Addresses employee concerns regarding travel, addresses concerns brought by vendors regarding travel issues. Develops forms to maintain up to date information for travel, distributes them to all SRCI travel coordinators. Acting as a resource for staff in the process of reimbursements, cost centers and accounting coding.

Accountable for the tracking of Revolving Fund Treasury Checks. Checks can only be approved by Superintendent or Assistant Superintendent's. As this is an unlimited value check, responsible for ensuring the need for issuance falls into the allowed rules of Oregon statute. Ensures that all documentation requirements are met and copies of all documentation are forwarded immediately to accounting.

**Meal Tickets:** SRCI has a meal ticket machine located within the secure perimeter in the staff dining. Responsible for all issues related to this machine, including; scheduling maintenance, trouble shooting, ordering supplies, responding to customer complaints, retrieving money, balancing/reconciling money, stocking/ordering tickets, developing programs to properly account for the machine cash flow and tickets. Assist the minimum facility with their lunch tickets and collection of money.

**Inmate Trust Accounts:** Acts as contact between Central Trust and SRCI regarding inmate accounts. Instruct inmates on Central Trust policies and procedures. Respond to inmate communications and or in person regarding account balance, status of accounts, discrepancies on accounts and other account transactions. Investigate, verify and approve CD-28 check requests for accuracy & adherence to rules. Process and approve VAC, Postage, Copies, Lock and Inmate ID cd-28's. Contact person for SRCI for questions regarding Inmate accounts from outside families and friends; instruct families and friends regarding policies and procedures for Inmate Trust Accounts. Receipts all monies received at the institution on behalf of inmates through the intake center. Receipts all cash received and confiscated through the mail room. Codes all receipts for deposit and disbursement into the appropriate accounts and notifies Central Accounting and Central Trust of deposits. Balances and prepares bank deposits. Assures signature authorizations are current and correct. Distributes monthly Trust Account Statements.

Develops and tracks methods for maintaining the CD-28 Verification Stamp process. Bi-monthly visits to all housings units in a 3000 inmate capacity facility to answer questions for staff and inmates regarding the approval process. Trains staff in proper procedures, inventories CD-28 stamps, replaces and researches missing stamps.

			<p>Prepare Oregon Trail Debit Cards statewide for each institution for processing. Prepare files. Enter client information into DOC/EBT Interface system. Verify Social Security Number. Cancel or make changes to card information. Enter card number. Run card through Debit Machine and assign PIN number. Prepare labels/envelopes for cards. Log the cards being issued. Mail cards to appropriate institution.</p> <p><b>Budget:</b> Format, prints, copies and disburses monthly budget reports from the AFAMIS system for section managers. Reviews budget for errors, discrepancies and formatting. Answers budget questions from section managers regarding budget discrepancies and concerns, researches issues to find needed corrective action. Process necessary journal entries to make corrections and adjustments.</p> <p>Assist in developing future budget projections for all units sections. Reviews expenditures for cost centers. Complete or research needed Cost Center Approver Delegations. Review budget expenditures for institution providing a breakdown of over/under expenditures for review. Complete monthly overtime and quarterly budget reports for review. Prepares budget requests, projecting resource needs and revenue; support and explain budget reports. Monitors biennial budgets of assigned institutions and assists in budget planning for Operations Division. Analyzes expenditures and makes recommendations for increases, redistribution or re-evaluation of existing and future budget resources with Operations Division Policy Manager.</p> <p><b>Inmate Supervision:</b> Supervises Inmate Clerks working on development of tracking methods and databases for equipment and information vital to operations and fiscal services.</p>
5%		E	<p><b>Personnel Duties:</b> Assist with recruitment process; explains the recruitment process to potential applicants, answering questions and providing information about current vacancies; assists with in-house recruiting announcements. Receive copy and post current job announcements. Provide hiring managers with technical assistance in the interview and hiring process of temporary employees and permanent employees. Archive interview files at the end of selection process. Assists in the hiring process by assuring that all steps of hiring process have been properly followed and completed and that necessary documents have been completed accurately. Set up interviews, mail out interview packet information, prepare interview chart with questions and send out appropriate materials to applicants. Provides policy and union contract information to managers and supervisors related to recruitment, hiring practices and procedures. Provide interview paperwork for candidates and interview panel, monitor and track applicants from interview to hiring.</p>
5%		E	<p><b>Other Duties:</b> Provide backup and training to Accounting Technician I at SRCI and Business Office Supervisor at SRCI, in order to fill in for position as necessary. Inmate trust accounts enter orders and process CD 28's check requests, CD 28's postage requests, answer inmate communications, and process of liens. Deposit locker</p>

			monies, meal tickets monies and other deposits. Log expenditure information; verify forms for completeness and adherence to the rule. Review completed forms and transactions for compliance with the rule and process paperwork. Back up for Signature Delegation Form approval changes in AFAMIS.
5%		E	<p><b><u>Relationship with Others:</u></b> Works independently in performing major position duties and establishing effective working relationships by telephone and in person contact with staff throughout Statewide Business Offices and the other departments and/or the public. Works with inmates and their families to give them information.</p> <p>Makes verbal presentations to new employees regarding functions and services provided to staff. Also makes verbal presentation to new inmates at A &amp; O (Admission &amp; Orientation) classes regarding policies &amp; procedures related to the Inmate Trust Accounts. Serves as an in-service trainer to SRCI staff and new Statewide Business Office staff as needed.</p> <p>Receives visitors and answers telephone calls, responds to inquiries and complaints. Provides information to outside callers, vendors or visitors relating to payment, billing and invoices. Advise and instruct staff, inmates, and public on policies relating to inmate accounts and may arrange for another staff person to respond to inquiries.</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.**

General knowledge of personnel practices and current collective bargaining agreements; DAS and DOC purchasing rules and procedures; personal computer skills, with intense skill in operating and understanding JD Edwards AFAMIS software: skill and experience in resolving supply and delivery problems including federal and state transportation laws and requirements; skill in written and oral communication; ability to coordinate and facilitate special projects; ability to complete necessary tasks in a timely manner and emphasis on thoroughness and accuracy; ability to place customer service ahead of personalities; and ability to extract the maximum production of employees and inmates.

Will be expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

This position requires working inside correctional facilities, prisons and Community Corrections offices that includes daily contact with inmates, probationers and post prison offenders, which pose a risk of physical injury. There are possible encounters on a daily basis with verbally abusive and/

or physically violent individuals. The incumbent insures department security in accordance with established security rules and policies by proper control of keys, tools, equipment and contraband as well as documenting unusual incidents as they occur.

## 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.

- ORS 244,279
- Oregon Administrative Rules, Chapter 291, Department of Corrections
- State Accounting Manual 06-31-51
- Department of Administrative Services Policy Manuals 125-3, 125-4, 125-6, and 125-7-101
- Department of Corrections Rule 16 (Facility Access), 164 (Purchasing), Procedure 27 (Warehouse Operations), 6 (Property Control)
- Correctional Confinement Facilities Internal Security Policies and Rules

### b. How are these guidelines used?

These guidelines serve as instruments in defining procedures and terms to be followed to conserve and protect state owned property acquired from expenditures of appropriated funds, or from other applicable sources, and outline reports required satisfying Legislative mandates.

## 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
DOC Administration	Person/Telephone/Fax/E-Mail/Written	Liaison/Information/Operations	Daily
Other DOC Staff	Person/Telephone/Fax/E-Mail/Written	Liaison/Information/Operations	Daily
SRCI Staff	Person/Telephone/Fax/E-Mail/Written	Liaison/Information/Operations	Daily
Other Institutions	Person/Telephone/Fax/E-Mail/Written	Liaison/Information/Operations	Daily
General Public	Person/Phone/Written	Information/Operations	Daily
Vendors	Person/Phone/Written	Information/Operations	Daily
Other Agencies	Person/Phone/Written	Information/Operations	Daily
Agency Managers	phone/mail/in person/e-mail	Property Matters / Purchasing	Daily
Freight Companies	phone/mail/e-mail	Deliveries	As Needed
Procurement Specialists	phone/mail/e-mail	Purchasing Requests/Issues	Daily
Contract Specialists	phone/mail/e-mail	Contract Issues	Daily
Accounting Technicians	phone/mail/e-mail	Invoice Payment/Travel	Daily
Functional Units	phone/mail/in person/e-mail	Receipts/Issues/Balances	Daily
Security Staff	phone/mail/in person/e-mail	Inmates/Issues/Uniforms	Daily
Maintenance Personnel	phone/mail/in person/e-mail	Work Order Requests	Daily

Warehouse Personnel	phone/mail/in person/e-mail	Supply/Delivery/Issues	Daily
Central Trust	phone/mail/e-mail	Trust/Inmate Accounts/CD-28	As Needed
All Other Staff	phone/mail/in person/e-mail	Cell Phones/Purchasing/TEDS/Issues	Daily
Inmates	mail/in person	Kytes/CD-28/Supervise	Daily
Inmate Families	phone/mail/in person	Trust/Inmate Account/Issues	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions regarding time management, scheduling of work, and prioritizing work to ensure smooth running administration of the Statewide Business Office tasks. Determine work methods to achieve work objectives. Respond to unexpected office contingencies. Decisions regarding the secure handling of confidential documents. Decisions regarding application of rules and procedures and good judgment in response to inmate communications and supervision. Decisions regarding good working relationships and communications for both staff and inmates. All decision affect the operation of the correctional facility and are critical in ensuring the efficient execution of the Statewide Business Office duties.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Statewide Business Manager, PEM D	X7002	In Person/phone/mail	As Needed	Clarification, Accuracy, Timelines

## SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position?           N/A            
 How many employees are supervised through a subordinate supervisor?           N/A

b. Which of the following activities does this position do?

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Plan work     | <input type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work  | <input type="checkbox"/> Hires and discharges                     |
| <input checked="" 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

This position requires the ability to maintain harmonious relationships among all contacts, in-person and over the telephone; deal with sensitive and confidential issues, handle a variety of tasks, and changing priorities to ensure smooth flow of work; operation of computers, typewriters, 10-key calculator, and copy machines. Must have the ability to compose memos and reports. Must be able to travel out of town for meetings and training as needed. Must be able to control and direct inmates, treating them firmly, fairly, and in a disciplined manner. Maintains high skill levels in inventory management and supervision to assure effective and efficient control and accountability of inventory operations. Posses data processing skills to effectively process daily receipts/issues to computerized inventory programs. Employee may be subjected to dual supervision in the event of emergency situation involving security that is defined as life threatening.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

Strong administrative office management abilities. Must be able to handle multiple complex tasks efficiently. Know sound office management procedures. Computer experience and knowledge of accounting and word processing. Incumbent must be proficient in operating computer terminal, daily receivable/issue data into perpetual inventory system, and retrieve information from automated purchasing system.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		
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

5/12/10  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date