STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: **December 10, 2013**

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

Agency: Oregon Department of Corrections

Facility: Oregon Department of Corrections

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Accounting Technician 2	**b.** Classification No:	C0211
c. Effective Date:	January 1, 2013	**d.** Position No:	1100011
e. Working Title:	Payroll Specialist	**f.** Agency No:	29100
g. Section Title:	Payroll and Benefits Unit	**h.** Budget Auth No:	001120380
i. Employee Name:	VACANT	**j.** Repr. Code:	AAON
k. Work Location (City – County):	Salem/Marion		
l. Supervisor Name (Optional):	Betsy Kelly		

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

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

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 Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The Department's biennial operating budget includes General Fund, Federal Fund, and other funds.

General Services Division provides centralized support services to all levels of the Department through Fiscal Services, Facility Services, Distribution Services, and Information Systems and Services. Fiscal Services provides a wide variety of services to all levels of the Department through its Purchasing, Contracts, Central Accounting, Payroll, Central Trust (Inmate Accounts), AFAMIS Support, and Statewide Business Services.

This position exists within the General Services Division, providing payroll & benefit services to the department. The Payroll & Benefit Unit is responsible for paying salary and wages and setting benefits such as health, dental and life insurances and retirement benefits for all department employees.

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 excellent customer service to the employees of the agency. Provide support and assistance to the rest of the team in regards to work loads, special projects, and data entry. Assist as needed to meet deadlines and accomplish the agency's mission. This position will require overnight travel to provide assistance to payroll teams located in remote institution locations.

SECTION 3. DESCRIPTION OF DUTIES

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

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

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 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.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
15%	N	E	Process agency payroll documents, including deferred compensation, flexible spending accounts, direct deposit, tax withholdings, voluntary employee deductions, employer paid and optional insurances, union remittances, garnishments, child support payments, hardship donations, and charitable contributions. Review documents for completeness and accuracy. Apply state and federal payroll regulations, collective bargaining agreements and administrative rules as needed.
20%	N	E	Review and enter time sheets using the DAS central payroll system semi-monthly. Review information for completeness, accuracy, and compliance with established policies and procedures; verify authorization as needed. Work with agency timekeepers and managers to explain, resolve and correct discrepancies to payroll records, enter time sheet corrections, determine appropriate payroll codes. Reconcile, research, and resolve errors and discrepancies found on the Central Payroll Exception Reports.
15%	N	E	Update information to the statewide/centralized payroll system. Enter leave without pay, overtime, holiday pay, and other pay types, employee work schedule changes, time worked, leave taken, deductions requested or required. Correct time reporting changes or errors enter or change direct deposits. Participate in OSPS Forums and other payroll related training.
20%	N	E	Provide back up to other payroll specialist. Cover during vacations and time off, be available to help in heavy work periods. This may require some overnight travel. Process check requests for the following: manual check requests and correction to vendor checks. Make the daily trip to DAS to pick up the checks and distribute them as needed. Respond to all SAIF payroll requests, pulling copies of the registers and forwarding them to the correct reviewer.
10%	N	E	Process new hire, termination, and transfer paperwork; complete requested verification of employment forms. Manage the unit's Archive files. Organize existing files, set up a tracking and destroy system. Work with other payroll specialists to receive new files to go into storage and retrieval of requested files.
10%	N	E	Explain proper timesheet reporting methods to managers and employees. Maintain agency payroll desk manual.
10%	N	E	Respond to requests for payroll and salary-related information. Answer payroll and benefit related questions concerning employee's payroll checks stubs. Explain payroll & benefit eligibility rules, policies and procedures.

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.

Normal office working conditions, extended periods of time sitting and using a computer to research and enter payroll and benefit information. Some bending, twisting and stooping needed to maintain records. Work with multiple deadlines and frustrated customers; Must be able to travel, at times may be multiple overnight stays. The use of available state vehicles for training, division or unit meetings and other job related functions. Inmates work within the area on a daily basis.

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.

- Multiple Labor and Union contracts
- DAS Oregon State Payroll Application Manual & Recommended Practices
- DOC Rules, Policies and Procedures
- DAS Rules, Policies and Procedures
- Payroll and Benefits Unit Procedures Manual
- Oregon Revised Statutes (ORS)
- Oregon Administrative Rules (OAR)
- Oregon Accounting Manual (OAM)

b. How are these guidelines used?

Tax laws are used to compute tax withholding deductions. State and Federal laws are followed in handling garnishments and timely payment of wages. Overtime laws are used when reviewing timesheets monthly to ensure employees are paid properly. Technician must know labor contracts as they pertain to salaries, deductions, and leave benefits to ensure employees are paid properly and leave benefits are properly recorded in the attendance records.

DAS OSPA Manual and Recommended Practices, and the DOC Payroll and Benefits desk manual are used as a guideline for submitting monthly payroll information to the DAS payroll system and PEBB benefit system. Payroll and Benefit related rules, policies, and procedures are part of the guidelines used as a reference to ensure attendance records reflect the proper leave hours, additional pay hours, and to pay employees properly and ensure appropriate insurance and benefits are provided.

The Federal and State laws are used to assure compliance with legal requirements and uniformity in application of procedures.

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".			
DAS Central Payroll Staff	Phone/Email/In Person	Payroll procedures & information, salary advances, payroll input, system issues.	As needed
DOC Human Resources Staff	Phone/Email/In Person	Information on new hires, terminations, changes in payroll related status, insurance matters, wages and cost centers.	As needed
PEBB Staff	Phone/Email/In Person	Insurance and system matters	As needed
DOC Employees	Phone/Email/In Person	Wage payments, questions on deductions, wages, attendance, insurance and other benefits	As needed
Insurance Companies	Phone/Email/In Person	New hire enrollment, and changes to coverage and premium payments.	As needed
PERS Staff	Phone/Email/In Person	Employee's retirement and verifications of retirement contributions.	As needed
DOC Accounting Staff	Phone/Email/In Person	BT Transfers, set up A/R accounts for overpayments, W2C corrections.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The incumbent makes decisions such as: (a) what information to release to the public when requested, (b) when to begin or end employee benefits, (c) how to apply labor agreements pertaining to pay, leave and other benefits, and (d) how to apply DOC and DAS rules, policies and procedures to pay, leave and other benefits.

The effect of making erroneous decisions in the above areas may be grievances or lawsuits filed by employees and overpayment or underpayment of wages or benefits.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
PEM C	6000037	Daily observation & communication, random work samples, report reviews, & customer input.	Daily / Monthly / Annually	Accuracy, compliance, consistency, quality & quantity of work, and determining staff training needs.
PEM D	6000040	Connection between payroll and accounting, as needed for clarification and authorization	As needed	Accuracy of work product, compliance with all pertinent rules and regulations

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?

- ☐ 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:

Position works in a 24 hour, 7 day a week operation of correctional institutions requiring the ability to understand and apply contract language for multiple contracts, as it relates to a variety of paid differentials, changing shifts and days off, overtime, holiday and penalty pay rules, workers' compensation claims, and shift bidding.

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

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
Tamara L. [illegible]	12/11/2013		
Appointing Authority Signature	Date	Administrator Signature	Date