



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/11/2013

Agency: Oregon Department of Corrections

Facility: General Services/Distribution Services

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Principal Executive/Manager E</u>	b. Classification No:	<u>X7008</u>
c. Effective Date:	<u>July 1, 2013</u>	d. Position No:	<u>9915002</u>
e. Working Title:	<u>Statewide Commissary Manager</u>	f. Agency No:	<u>29100</u>
g. Section Title:	<u>Distribution Services</u>		
h. Employee Name:	<u>Vacant</u>		
i. Work Location (City – County):	<u>Central Distribution Center (Salem – Marion)</u>		
j. Supervisor Name (optional):	<u>Barb Cooney – Distribution Services Administrator</u>		
k. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration
	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent
			<input type="checkbox"/> Academic Year
			<input type="checkbox"/> Job Share
l. FLSA:	<input checked="" type="checkbox"/> Exempt	If Exempt: <input type="checkbox"/> Executive	m. Eligible for Overtime: <input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Professional	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Administrative	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is 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.

The purpose of the program is to provide administration of statewide Commissary business operations statewide and provides logistical support to the eastside Distribution Services out stationed warehouses.

Distribution Services provides a wide variety of services to all levels of the department through its Administration, Food Services, Transportation, Inmate Work Programs, Property Control and Warehouse Operations and outlying Distribution Services staff at the Institutions.

The position exists within the Department of Corrections' Distribution Services and is an essential function within the overall requirements of the Department's Commissary operations. This is a P&F position.

			<p>externally.</p> <p>Works with other DOC institutions Functional Unit Managers in strategies to increase compliance in existing work environments, addressing schedules, staffing patterns and security concerns.</p> <p>Works with senior management in partnerships relating to inmate work programs goals of full work compliance.</p> <p>Identifies best practices related to Commissary and facilitates replication across the department.</p>
30%	R	E	<p><u>Project and Program Management:</u></p> <p>Implements recommendations approved by Policy Group Identifies project stakeholders tasks, timelines and needed resources. Resolves problems or determines an appropriate course of action and communicates project issues with each institution. Interprets rules and regulations and provides information, advice and direction to agency staff. Assesses needs and problems and prepares recommendations regarding training needs or changes to policies and procedures. Assists Superintendents in developing long and short range operational or program goals. Establishes and maintains procedures and other controls necessary in carrying out assigned program activities such as streamlining customer service in Commissary Operations.</p> <p>Consults with staff in each DOC Institution through coordination of IWP Coordinators, support staff, and management by ensuring program efficiency and compliance, ensure a systematic process is in place to maintain the inmate work force in each Institution and at NWC.</p>
10%	R	E	<p><u>Budget and Contracts:</u></p> <p>Develops methods for tracking program budgets and prepares budget reports, audits expenditures, analyzes/evaluates financial and statistical data and other information on request for agency services or other situations requiring agency action and projects trends. Communicates budget issues with Distribution Services Administrator.</p> <p>Works with Department's contract office to initiate and develop contracts for needed services. This includes meeting with representatives from other agencies to ensure a thorough understanding of the agreement between all parties. Initiates and develops interagency and intergovernmental agreements. Administers contracts by monitoring and approving contractor performance.</p>

5%	R	E	<p>Accounting: Responsible for all other fund expenditures and revenues. Oversees and works with Contracts and Accounting staff to: review and process Accounts Receivable (A/R), payables and travel expenses.</p> <p>Audits: Serves as the primary liaison to internal audits for Commissary related reviews</p>
5%	R	E	<p>Training: Develop and maintain a Commissary manual and train all new Supply Specialists as applicable to their newly assigned position. Develop curriculum and instruct individuals and groups on proper procedures and guidelines for supervision of inmate work crews.</p>
5%	R	E	<p>Inmates: Respond to inmate grievances, tort claims and communication requests in a timely and professional manner.</p>
5%	E	N	<p>Other Duties: Performs other duties or tasks as assigned.</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.

Majority of duties will be performed in an office environment, with occasional travel necessary to all state wide institutions and other Administrative Offices. Work week routinely exceeds forty (40) hours. Problems and pressure involved to meet scheduled deadlines. All employees are required to use a computer for e-mail and related inmate work systems in the regular performance of their duties.

All DOC institutions are tobacco free. Use of tobacco products is prohibited within the buildings (present) and on the grounds (effective 12/31/14). Work is performed in a prison housing maximum, close, medium and minimum-security inmates. The inmates have the potential for becoming angry, hostile, abusive and aggressive, increasing the risk of employees of physical injury, death, and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institutions. All employees must be conscience of and maintain a safe and sanitary work environment. Safety issues must be brought to the attention of the supervisor or co-workers immediately.

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.

- o Oregon Accounting Manual
- o Oregon Revised Statues (ORS)
- o Oregon Administrative Rules (OAR)
- o Generally Accepted Accounting Principles (GAAP)
- o Department of Corrections Rules, Policies and Procedures
- o Governmental Accounting, Auditing, and Financial Reporting (GAAFR)
- o AFAMIS Manuals and Procedures

b. How are these guidelines used?

To ensure uniformity and consistency in decision making and compliance with legal requirements. These sources also provide parameters and guidelines of how business operations are carried out.

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?
Distribution Services Administrator	Person/phone/fax/E-mail/memo	Information/direction	Weekly/as necessary
DOC Administration/Staff	Person/phone/fax/E-mail/memo	Liaison	As needed
Institution Management/Staff	Person/phone/fax/E-mail/memo	Information/operations	As needed
Supervisors Warehouse/Commissary	Person/phone/fax/E-mail/memo	Information/give instructions	Daily/weekly
General Public	Person/phone/writing	Information	As needed
Vendors	Person/phone/writing	Operations	As needed
Inmates	A&O	Give instruction	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Frequent decision making on compliance with department, state, and federal policies, procedures, and rules. The effectiveness of these decisions is measured through audit reports, Administrative Services oversight, and by satisfaction of the Department financial systems. Reconciles Commissary expenditures with authorized budget. Ensures expenditures follow established accounting procedures. Frequent decisions made as it pertains to the flow of work within Commissary and Warehouse Operations. Also, daily decisions relating to staff work assignments and interpretation of rules, policies, etc. Decisions have a major impact on the success of Distributions Services in staying within its budget and maintaining appropriate accountability of purchases. Decisions and systemic implementation have statewide impact and agency impact. Decisions may directly impact the safety and security of the institution.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Work performance is reviewed by Department of Corrections Distribution Services Administrator (PEM-F) on an as needed basis through written and verbal communication and monthly reports. Purpose of the review is to ensure supply operations accomplish the objectives and goals mandated by Department of Corrections Distribution Services and the respective Functional Unit requirements.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? _____

4

How many employees are supervised through a subordinate supervisor? _____

35

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

All of the below:

Plans work

Assigns work

Approves work

Responds to grievances

Prepares & signs performance evaluations

Hires/Fires (or Effectively Recommends)

Disciplines and rewards

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

Specific duties and hours spent on them are continually changing depending on the Department's financial needs and goals. Works closely with Warehouse/Canteen managers to ensure smooth operation of Warehouse and Commissary functions as it pertains to the ordering, receipt and delivery of all goods needed for smooth and safe operation of the institution. Must have ability to understand, apply, and explain provisions of laws, rules, regulations, policies, procedures, specifications, standards, and guidelines governing business operations.

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

Must have detailed knowledge of budgeting as it relates to program management, ability to communicate effectively in writing and in oral expression, skill in writing and analyzing general, statistical, and technical reports, skill in supervising and assigning work according to the nature of the jobs to be accomplished, knowledge and understanding of state financial systems and requirements, general knowledge of warehouse operations, knowledge of or ability to acquire knowledge of the J.D. Edwards accounting system (AFAMIS) and commissary TAG systems.

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

Operating Area	Biennial Amount (5,626,500)	Fund Type – Other/General Funds
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The incumbent has authority to commit Commissary management operating budgets in all areas as necessary to carry out.

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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date