



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
3/24/14**

Agency: Oregon Department of Corrections

Facility: Statewide Business Services/Central Office

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Accounting Tech 2</u></p> <p>c. Effective Date: <u>October 1, 2007</u></p> <p>e. Working Title: <u>Accounting Tech 2</u></p> <p>g. Section Title: <u>Fiscal Svcs./Statewide Bus. Office</u></p> <p>i. Employee Name: <u>VACANT</u></p> <p>k. Work Location (City – County): <u>Salem/Marion</u></p> <p>l. Supervisor Name (Optional): <u>Randy Ross</u></p>	<p>b. Classification No: <u>C0211</u></p> <p>d. Position No: <u>0700014</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: <u>000992330</u></p> <p>j. Repr. Code: <u>AAON</u></p>
<p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>	
<p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

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 budget includes General Fund, Other Funds, and Federal Funds. General Services Division provides centralized support to all levels of the Department through its Fiscal Services, Facilities Services, Distribution Services, and Information Technology Services.

Fiscal Services provides a wide variety of assistance to all levels of the Department through its AFAMIS Support; Central Accounting; Payroll; Central Trust (Inmate Accounts); Purchasing; Contracts; Property Control; Central Distribution Center with out-stationed warehouses at SRCI, TRCI, DRCI and CCCF; and Statewide Business Services with on-site offices located at OSP, CCCF, DRCI, EOCI, SRCI, and TRCI.

- 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 position is to manage the inmate trust accounting system at multiple facilities, coordinate the sale of and accountability for cash transactions in relation to multiple facilities with various programs, verify charges against invoices, facilitate resolution for various other accounting functions, perform administrative support functions including, but not limited to, word processing, typing, correspondence, answering telephones. Enter and retrieve information from the Central Trust System and the AFAMIS system as well as Email and calendaring programs.

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
40%		E	At multiple facilities, respond to inmate communications regarding account balances, status of accounts, and other account transactions. Investigate, verify and approve CD28 requests for accuracy and adherence to DOC rules. Facility contact person between Central Trust as it pertains to inmate accounts, inmate welfare and canteen accounts.
25%		E	At multiple facilities responsible for the sale of, accountability for, and bank deposits for cash transactions in relation to the sale of meal tickets, lockers and Hobby Shop funds. Maintain records of all sales by date, name, number and amount. Keep secure maintenance of tickets, funds, records, and reports in connection with sales.
15%		E	At multiple facilities advise/instruct public, staff and inmates on policies and procedures relating to Inmate Accounts, Central Accounting, and Purchasing. Make purchases using AFAMIS or SPOTS card. At multiple facilities accumulate and maintain all records relative to inmate accounts including all CD28's, mail/postage, copies.
10%		E	At multiple facilities verifies all charges to facility accounts to ensure accuracy. Works closely with Central Accounting to ensure all needed invoices have been forwarded to Accounting to allow for vendors being paid. Contact person for Accounting as it relates to Accounting issues with vendors.
10%		E	Provide backup to Accounting Department or Central Trust in order to fill in for positions as needed or directed by Business Manager. Performs other duties as assigned or required.

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

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 daily travel necessary to institutions from OSP Business Office. Workweek routinely is (40) hours. Problems and pressure involved to meet scheduled deadlines. All employees are required to use a computer for Email and related inmate work systems in the regular performance of their duties.

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.

These institutions are located in the Salem area (OSP, OSCI, SCI/MCCF). These institutions require walking up stairs. Additionally, walking long distances to get to the work station or perform work will be required.

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 Accounting Manual (OAM)
- Oregon Revised Statutes (ORS)
- Oregon Administrative Rules (OAR)
- Department of Corrections Rules, Procedures, and Policies
- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting, Auditing, and Financial Reporting (GAAFR)
- 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 are also used to clarify how and why accounting operations are carried out and what the minimum requirements are to set up and define accounting systems to produce management reports.

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/Staff	In Person/Phone/Email/Memo	Exchange of Information	Daily
OSP/OSCI/SCI/MCCF Management/Staff	In Person/Phone/Email/Memo	Information/Operations	Daily
General Public	In Person/Phone/Writing	Information	As Needed
Central Accounting	Phone/Mail/Memo/In Person	Invoices/Payments	Daily
Vendors	In Person/Phone/Writing/Fax	Operations	As Needed
Central Trust	Phone/Mail/Writing/In Person	Trust/Inmate Accounts/CD-28	Daily
Other Institutions	Phone/Fax/Email/Writing	Information/Operations	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions relating to the processing of CD28 inmate requests; decisions relating to the processing of accounting procedures based on established guidelines and procedures; decisions relating to the order in which work is accomplished except as otherwise directed by the PEMB. All decisions affect the operation of the correctional facilities and are critical in assuring the efficient delivery of these services.

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>				
X7002	0500455	In Person/Phone/Email/Mail	As Needed	Clarification, Accuracy, Timelines

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- 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 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"/> 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:

- Must have a current/valid driver's license
- Frequent lifting of items weighing under 10 lbs. (keys, files, radio, briefcase)
- Occasional lifting of 11-50 lbs. (multiple files, briefcase, purchases)

The ability to control and direct inmates is an important skill. Inmates must be treated sympathetically but in firm, fair, and disciplined manner.

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

Due to the wide variety of activities provided by this position, it is necessary that the incumbent maintain a high standard of performance. The nature of the work requires initiative and performance without constant supervision. Must be able to work in a constantly changing environment; Ability to function in a cooperative team environment and make positive contributions; Must maintain confidentiality of personnel, management and inmate matters within policy guidelines.

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
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Note: If additional rows of the below table are needed, place cursor 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

Appointing Authority Signature

Date

Fiscal Services Administrator

Date