STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/1/2011

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

Agency: Department of Corrections

Facility: Powder River Correctional Facility

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Accounting Tech 2	**b.** Classification No:	C0211
c. Effective Date:	February 11, 2004	**d.** Position No:	8900156
e. Working Title:	Accounting Tech 2	**f.** Agency No:	29100
g. Section Title:	Business Services	**h.** Budget Auth No:	
i. Employee Name:		**j.** Repr. Code:	AAON
k. Work Location (City – County):	Baker City; Baker		
l. Supervisor Name (Optional):			

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 Powder River Correctional Facility is a 286-bed adult male minimum-security facility. Inmates assigned to the facility are involved in residential alcohol and drug treatment and/or assigned to institution or community-based work projects and transition programs offered at the facility. The Department of Correction's mission is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The facility contributes to the Department's mission by engaging in safe and orderly operations, through ensuring the high quality of its corrective and treatment programs, by training and engaging inmates in meaningful work programs, and helping inmates to plan for successful transition back into their respective communities.

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 coordinate and provide oversight of the facility's Business Office functions. Serve as liaison for the inmate Trust Account system, inmate Commissary operation, DOC Property Control, and assists with purchasing activities of all facility work units, ensuring compliance with DOC and State of Oregon rules, policies, and procedures; verify charges against each facility account, cost center, and program budget; enter/retrieve information from

the Central Trust system (TAG), the Accounting System (AFAMIS/CENTER2), and the Corrections Information System (DOC400). Monitor, prepare, audit and run monthly budget reports. Conduct scheduled audits of all facility property. This position also performs administrative support functions including, but not limited to: provide word processing/typing of correspondence, sort and route facility mail, answer telephones/receptionist, and other related work activities associated with administrative support operations.

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.

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
30	R	E	**FISCAL** • Monitors budget expenditures against purchases verifying for accuracy and assuring appropriate cost center is charged. • Runs and distributes budget reports from AFAMIS (Automated Financial Accounting Manufacturing Inventory System), monthly. Advises Superintendent and cost center managers on budget activity and areas of concern. Reviews, identifies, and verifies financial documents and reports for accuracy. Meets monthly with individual management team members to review and reconcile discrepancies. • Assists in the preparation of facility's biennial budget. • Maintains records of usage and costs for statistical and budgetary purposes including but not limited to: short/long term leases of vehicles and equipment, electric kilowatt usage, natural gas terms, vehicle fuels not associated with Measure 17 contract agreements, inmate care expenditures, staff uniforms, expendable property inventory by program, travel and lodging expenses, and equipment repair and maintenance. • Researches and answers technical accounting questions raised by staff about general accounting, governmental accounting, federal and/or other

			funds regulations, and accounting and reporting requirements. • Stays up-to-date on accounting procedures relating to state accounting systems, fund accounting and internal controls; informs staff as necessary. • Accumulates and consolidates data for various fiscal/budget reports and projections as needed. • Updates and maintains signature authorizations for AFAMIS/CENTRAL users. • Prepares and reviews accounts receivables and journal entries and forwards to Accounting for processing. • As needed, acts as backup in selling and maintaining accounting of all meal tickets disbursed and used. • Records all monies received at the facility and codes all receipts for data input into the appropriate account. • Prepares weekly bank deposits.
25	R	E	**PURCHASING** • Review purchase requests and work with staff to clarify requirements and develop specifications. Locate source of supplies, products and services and advise staff on availability, costs, and trends. Compare things such as products, services, quality, availability, shipping, and make purchase recommendations. Communicates with vendors about orders placed and any problems with billings. • Coordinates all purchasing activity between the facility and the Purchasing Division of the Department. Assures requests for purchases processed by the facility are accurately completed prior to distributing and processing. • Purchases a wide variety of supplies, forms, materials and equipment up to pre-established monetary limits (SPOTS) or delegated purchasing authority (Cost Center); ensuring appropriate requisition/purchase order processes or statewide contracts are used. Maintains receipts and prepares spreadsheet for monthly SPOTS statement. • Acts as a resource for PRCF SPOTS users regarding monthly statements, purchasing guidelines and rules. Processes documentation and applications for new SPOTS users. • Assures signature authorizations are current and correct.
20	R	E	**INMATE TRUST ACCOUNTS/CANTEEN OPERATIONS** • Acts as contact between Central Trust and PRCF regarding inmate accounts. • Conducts training to inmates during Admission/Orientation regarding the use of CD28 forms, Central Trust Accounts, and the Inmate Re-entry Savings Account (IRSA). • Accumulates and maintains all records relative to canteen and inmate accounts, including requests for withdrawal or transfer of funds. • Verify CD28's for complete and accurate information. • Responds to inmate inquiries or grievances regarding account balances, status of accounts, and other account transactions. Analyzes and checks accounts to determine validity of complaints, and responds based on information collected. • Receipts all cash received and confiscated through the mailroom. Codes all receipts for deposit and disbursement into the appropriate accounts and notifies Central Accounting and Central Trust of deposits. • Advises/instructs the public, staff, and inmates on policies and procedures relating to Inmate Accounts. • Coordinates canteen activities and resolves inmate issues with canteen staff at Snake River Correctional Institution. • Assists in processing inmate music CD's, submit and track CD orders.

10	R	E	**PROPERTY CONTROL** • Conducts annual inventory of non-expendable property. Tags all non-expendable property and verifies location. Completes internal property transfers in the AFAMIS system. • Disposes of obsolete and excess items by inspecting property to determine item's condition for use, transfer, or sale; Requests disposal through DOC Property Control, completing necessary documentation, and arranging appropriate transportation. • Provides monthly vehicle reports to DOC Property Control regarding facility owned vehicle mileage and maintenance costs.
15	R	E	**ADMINISTRATIVE/CLERICAL** • Type and compose letters, memorandums, reports, and other documents as needed for the PRCF Business Office. • Provides clerical and administrative support as directed by Administrative Support Manager. Assists other administrative support staff with office duties as directed by the Administrative Support Manager. • Establish, organize, and maintain files of all financial records, reports, and documentation of the PRCF Business Office, allowing for orderly storage and efficient retrieval of information. • Participates in the review, revision, and development of language for proposed changes in Department Rules and Procedures as they relate to canteen, inmate trust, inmate accounts, purchasing, and property control. • Performs the duties of and maintains LEDS and Notary Public certifications. Does she still do this function? • Archives agency records and shreds/disposes per record retention schedule. • As needed, acts as backup in making travel arrangements and processing standard travel reimbursements for staff. • Participates and completes all assigned training. • Responsible for the security of the institution through supervision and control of inmates, including responsibility to personally handle inmate incidents in the immediate work area; prevent escapes through proper control of keys, tools and contraband and documenting unusual incidents as they occur. Enters inmate work related data into AS400. • Reports any security concerns or unusual incidents to supervisor and/or security staff and provides documentation as necessary. • Other duties as assigned.

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.

The person in this position works in a minimum-security prison setting with exposure on a daily basis with inmates who have a potential of becoming angry, hostile and aggressive. This person is responsible for providing direction to and supervision of inmates assigned to the Administration Building in conjunction with other administrative staff as a part of their regular duties. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution. 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-worker immediately. PRCF is tobacco free. Use of tobacco products is prohibited within the buildings or on the grounds.

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.

State and Federal Laws, Department of Corrections Rules, Policies, Procedures, and Administrative Directives; Correctional Facility Procedures; Oregon Revised Statutes (ORS); Oregon Administrative Rules (OAR); Federal Law; Oregon Accounting Manual (OAM), Generally accepted accounting procedures (GAAP), AFAMIS Manual and procedures; office equipment maintenance manuals.

b. How are these guidelines used?

These guidelines are used as reference sources to assure actions contemplated or taken are in compliance with a specific guideline(s). Guideline compliance is essential to facility operations and mission, and to ensure uniformity and consistency in decision making and compliance with legal requirements.

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".*			
Other Institutions	Telephone / In Person	Exchange of information for Business Service, Operational, and inmate related issues	Daily
Inmates	In Person / Mail	Informational	Daily
Other Agencies	Telephone/Mail/E-Mail/In Person	Exchange of information; Business Service related issues	Daily
Program Managers and staff at other facilities	Telephone/Mail/E-Mail/In Person	Business Service, Operational, and inmate related issues	Daily
Vendors	Telephone/Mail/E-Mail/In Person	Business Service, Operational, and inmate related issues	Daily
Central Office staff	Telephone/Mail/E-Mail/In Person	Business Service, Operational, and inmate related issues	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions relating to inmate accounts; decisions relating to property tagging of non-expendable property; decisions related to the budgetary process and communication with those involved, decisions related to appropriate expenditure cost center coding to ensure expenditures follow established accounting procedures; decisions related to purchase activity and vendor contact; decisions made concerning Administration Building inmate orderly work tasks; and decisions relating to the order in which work is accomplished except as otherwise directed by the Administrative Support Manager. Frequent decision making on compliance with department, state, and federal policies, procedures, and rules. Decisions have a major impact on the success of the facility in staying within its budget and maintaining appropriate accountability for purchases. All decisions affect the orderly operation of the correctional facility and are essential 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
Executive Support Specialist 2	8900130	Personal observation and/or audit of workload production	As needed but at least annually	To balance and prioritize workload; annual performance evaluation

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:

- The ability to guide and direct inmates is important in a correctional setting. Ability to hold inmates accountable for their actions within the context of the Facility's mission in a firm, fair, and consistent manner.
- Due to the wide variety of activities provided by this position, it is essential that the incumbent maintain a high standard of performance; be multi-tasked proficient and provide quality professional customer service to inmates, staff and the public.
- Nature of work requires initiative and performance without constant supervision.
- Ability to work in a constantly changing environment.
- Ability to function in a cooperative team environment and make positive contributions to the mission of the Facility.
- Ability to analyze, evaluate, and solve procedural problems.
- Ability to collect, analyze, interpret, and report data in both a narrative and statistical format.
- Ability to assist management in the development of short and long range goals and objectives.
- Maintain confidentiality of personnel, management and inmate matters within rule and policy guidelines.
- Specific duties and hours spent on them are continually changing depending on the facility's/Department's needs and goals. Must have general knowledge of budgeting as it relates to program management; ability to communicate effectively in writing and in oral expression; skill in analyzing general, statistical, and technical reports; knowledge and understanding of or ability to acquire knowledge of the state financial/accounting systems and requirements.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

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 _____