STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/21/14

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

Agency: Oregon Department of Corrections

Facility: Central Administration (Dome Bldg.)

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Accounting Technician 3	**b.**Classification No:	C0212
c. Effective Date:	July 1, 2001	**d.**Position No:	0500127
e. Working Title:	Payroll & Benefits Specialist	**f.**Agency No:	29100
g. Section Title:	Payroll	**h.**Budget Auth No:	000884910
i. Employee Name:	VACANT	**j.**Repr. Code:	AAON
k. Work Location (City – County):	1. Salem 2. Wilsonville		
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

administrating 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:

Perform the payroll/benefits duties by receiving, verifying, and processing all payroll and benefit related documents to ensure accurate and timely compensation of pay and benefits for DOC employees.

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 employees 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 employees 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".			
45%	R	E	**Payroll and Benefit Processing** -- Update computerized payroll system semi-monthly to reflect correct work schedules, time worked, leave taken, deductions requested or required, and additional pay items via computer terminals linked to Department of Administrative Services (DAS) central payroll system. Process new hires and terminations as they occur in a timely manner. Request re-written and/or special checks from DAS central payroll as needed. Respond to inquiries from the PERS representative at DAS or PERS and make corrections to the system as needed to ensure proper processing of retirement benefits. Complete and submit USERRA certification forms to PERS for employees returning from active military duty. Reconcile exception reports produced by the payroll system after each payroll cycle cut off. Process garnishments, IRS levies, child support orders, workers' compensation deductions as they occur. Prorate leave taken and restore leave for the time an employee is on an approved workers' compensation claim. Notify and make collection arrangements for employees who are overpaid per the collective bargaining agreement or appropriate policy.
10%	R	E	**Provide Information to Employees and Others** – Answer employee questions concerning wages, taxes, and deductions. Answer questions from employees, managers and timekeepers regarding payroll/benefit rules, policies and procedures. Consult with representatives of the Public Employees' Benefit Board and/or insurance companies to resolve insurance related concerns. Reply to requests for employment verification and salary certification. .
20%	R	E	**Process Attendance Reports** – Correct, audit and process timesheets (semi) monthly. Review timesheets and verify overtime is authorized prior to input into system. The audit process entails reviewing timesheets on a random sample basis for accuracy and compliance with established policies and procedures. On a bi-monthly basis will input into the payroll system leave without pay, overtime, holiday pay, penalty pays and other additional pay types. Review leave accrual and usage reports monthly for errors and make corrections as necessary. Distribute these reports to the work units monthly.

			Instruct managers and timekeepers of proper timesheet reporting methods.
20%	R	E	**Process Insurance Forms** – Review health, dental and life insurance applications for completeness and conformity with guidelines. Input PEBB insurances to the PEBB Benefits online system and set up payroll deductions as needed for other benefits. Obtain Public Employee's Benefit Board approval to process unusual requests. Determine and enter appropriate amounts for taxes for employees with domestic partners or domestic partner's dependents. Review and make necessary corrections to exceptions in the PEBB Benefits online exception system and approve or deny COBRA notices as appropriate in a timely manner. Provide appropriate insurance benefits to employees on FMLA, military leave and/or SAIF time loss. Notify employees who are on leave without pay of insurances they may self-pay and the process for self-paying. Process self pays for insurances monthly. Complete and send in disability claim forms and respond to information requests for processing them. Maintain a file for each employee containing all necessary insurance information, authorization for all payroll deductions, a current W-4 withholding certificate and most recent personnel action forms.
5%	R	E	**Misc. Duties** – Performs miscellaneous 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.

Normal office working conditions; may require in-state travel. 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. Requires long periods sitting in front of a computer

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.

- Federal and state laws concerning tax withholding, overtime pay, and wage and tax reporting
- Multiple Labor Union Contracts
- DAS Central Payroll Manual
- DOC Rules, Policies and Procedures
- DAS Rules, Policies and Procedures
- Payroll and Benefits Unit Procedures Manual

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 payments or wages. Overtime laws are used when reviewing timesheets monthly to ensure employees are paid properly. Incumbent must have knowledge on labor union agreements as they pertain to salaries, deductions, and leave benefits to ensure employee is paid properly; leave benefits are properly recorded in the attendance records.

DAS Central Payroll manual 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 the incumbent uses as a reference to ensure attendance records reflect the proper leave hours, additional pay hours, paying employees properly, and ensure appropriate insurance and benefits are provided.

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 and information, salary advances, payroll input, system issues	Daily
Employee Services (Personnel) Staff	Phone/email/In Person	Information on new hires, terminations, changes in payroll related status, insurance matters, wages and cost centers	Daily
PEBB Staff	Phone/email/In Person	Insurance and system matters	Daily
DOC Staff	Phone/email/In Person	Wage payments, questions on deductions, wages, attendance, insurance and other benefits	Daily
Insurance Companies	Phone/email/In Person	Enrollment, changes to enrollments and premium payments	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

In applying the guidelines listed in section 6, the incumbent makes decisions such as: (a) what information to release to the pubic 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".				
Lead Payroll and Benefit Specialist	8900118	Daily observation, random work sample and report reviews	Daily/Bi-Monthly/Monthly	Accuracy, compliance, consistency
Payroll and Benefits Administrator	6000037	Daily observation, random work samples, report reviews and customer and lead worker input.	Daily/Bi-Monthly/Monthly	Accuracy, compliance, consistency, quality and quantity of work and determining staff training needs.

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:

This position performs one of the most difficult payroll and benefit assignments in state government. This is due to the 24 hour, 7 day a week operation of correctional institutions. Employee must be knowledgeable of payroll and benefits related articles in several different labor union contracts. The payroll duties are complicated by multiple shifts and days off which change frequently, have much overtime with difficult overtime, holiday and penalty pay rules, has various pay differentials to contend with, and has many workers' compensation claims that require pay and leave adjustments.

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
Appointing Authority Signature	5/21/2014 Date	Administrator Signature	Date