

Coffee Creek Correctional Facility is a 1,672-bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operation of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinated by the facility administration include: Health Services, Mental Health, Alcohol and Drug, Work Force Development, Oregon Correctional Enterprises, Offender Information and Sentence Computation Unit.

The CCCF Minimum-Security Unit is located outside the secure perimeter of the main institution, within a separate fenced compound. The unit provides dormitory-style housing for 540 incarcerated women classified as minimum custody, 432 general population and 108 in residential treatment beds, which are typically serving shorter prison sentences or within a few months of release. There are two inmate living buildings; one is for general population and one for a residential alcohol and drug therapeutic community. Programming for general population inmates include adult basic education, workforce training, life skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments, a "cottage industry" program and community service work crews.

- 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 facility's inmate trust accounting system, coordinate purchasing activities of all facility program areas, verify charges against correct cost centers, prepare, run, and distribute monthly budget reports, 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 the E-Mail, Calendaring.

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.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

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
50%	N	E	<p>Central Trust: Receives and processes daily mail. Responds to inmate communications regarding account balances, status of accounts, indigent envelopes and other account transactions. Investigate, verify and approve CD-28 check requests for accuracy & adherence to rules. Receive and processes all records relative to inmate club accounts, postage, copies, ID card, intake postage and enters transaction into inmate trust accounts, then forwards the batches to Central Trust. Runs and distributes monthly inmate trust statements and daily receipts. Update, maintain and tracks signature authorizations and approval authorizations for Central Trust accounts. Facility contact person between Central Trust as it pertains to inmate accounts. Advise/instruct public, staff and inmates on policies and procedures relating to Inmate Accounts.</p>

20%	N	E	<u>Purchasing:</u> Assist with the coordination of all purchasing activity between the facility and the Administrative Services Unit of the Department. Assure requests for purchases processed by the facility are accurately completed prior to distribution and processing according to Department rules and procedures. As requested by Assistant Superintendent, communicate with vendors as it relates to orders placed and any problems with billings. Communicate with vendor as it relates to shipping time frames and when expected at facility. Records and updates CCCF expenditure spreadsheet for order details. Update and track signature authorizations and approval authorizations for AFAMIS users. Orders and distributes TV guides & Satellite guides to the institution.
10%	N	E	<u>Accounting:</u> Verifies all charges to facility account numbers to ensure for 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 & discrepancy with vendors. Receives CCCF month UPS bill from Accounting. Analyzes the statement and prepares cd-28 charges to inmates who received additional charges from UPS for Intake mailing. Forwards the cd-28's to Central Trust for processing.
10%	N	E	<u>SPOTS card:</u> Possess State Of Oregon SPOTS card to purchase necessary items for CCCF cost center managers. Processes all OfficeMax Orders for CCCF with SPOTS card. Prepare reconciliation spreadsheet and attached organized receipt evidence. Obtains approval from cost center managers to ensure prompt payment of SPOTS credit card. Scan to Accounting for processing.
5%	N	E	<u>Collections of Meal Tickets, Coffee Cart Tickets and Intake Monies:</u> Responsible for the sale of and accountable for the cash transactions in relation to the sale of meal tickets & coffee cart tickets to staff. Maintain records of all sales by date, name number and amount. Keep secure maintenance of tickets, funds, records, and reports in connection with sales. Daily collection of receiving inmate monies from Intake Receiving Center secure money lock box. Prepares the checks and money for deposit. Assists with weekly deposit collections throughout the institution.
5%	N	E	Backup to CCCF Administrative Specialist 2 and Accounting Technician 2 working for absences or to assist in workload. Receives CCCF payroll checks and distributes to staff. Provides direction, supervision, guidance, and control of inmates assigned. This position also supports the manager of Westside Business Services and will perform other duties or projects 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.

Majority of duties will be performed in an office environment, with occasional travel necessary to institutions and Central Office. Workweek routinely is (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.

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.

This institution is located in Western Oregon and is exposed to temperature extremes and inclement weather. CCCF is air-conditioned. The institution is spread out over a large campus; 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
- 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	Person/Phone/Fax/ E-Mail/Memo	Exchange of Information	Daily
CCCF Management/Staff	Person/Phone/Fax/ E-Mail/Memo	Information/Operations	Daily
General Public	Person/Phone/Writing	Information	As Needed
Purchasing Agents	Person/Phone/Mail	Supply Requests	As Needed
Vendors	Person/Phone/Writing	Operations	As Needed
Central Trust	Phone/Email/Person Fax/Memo	Trust/Inmate Accounts/CD-28	Daily
Other Institutions	Phone/Fax/E-Mail/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 proper coding of inmate accounts; decisions relating to the property tagging of non-expendable property; decisions relating to the processing of inmate mail based on security 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 facility 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>				
Westside Business Manager	5004558	In Person/Phone/E-Mail/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?

- 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 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. Must be able to function in a cooperative team environment and make positive contributions. Must maintain the confidentiality of DOC personnel, management, and inmate matters within policy guidelines.

Must be able to lift and carry items/loads weighing up to 50 pounds.

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

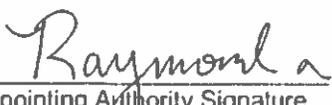
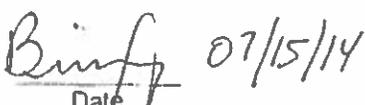
Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

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
 Apportioning Authority Signature	 Date		