

address issues. Establish and lead external and internal stakeholder groups in support of planning efforts. Evaluate data from different programs and divisions to identify trends, design operational systems, and need for policies and procedures. Evaluate, analyze and interpret issues that impact Agency programs and services, as well as their impacts to other state, federal, and local agency partners. As assigned, assume lead on major projects that effectively improve financial and budgetary practices across the agency and, if appropriate, other external stakeholders.

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.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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
60%	N	E	<p>Project Management Improvement Initiatives: Lead initiatives to improve the overall efficiency and effectiveness in the management of the financial resources within the Department. These initiatives include, but are not limited to technology, business process, performance measurement, audits, cost benefit analysis and control related initiatives that impact multiple divisions with the agency, and, at times, other state, federal, and local partners. These initiatives may, on occasion, include those sponsored by the DOC Policy Group.</p> <p>Systems and Process Analysis: Lead finance and budget related analyses of agency systems and processes; working with internal and external partners and stakeholders to identify opportunities for evaluation of existing processes and systems; identify specific needs of the Department and its stakeholders, conceptualize and identify the specific systems and/or process requirements; develop and execute project plans; and as necessary, perform project management for the development and execution of the plans.</p> <p>In some instances, the work of improvement initiatives, and systems/process analysis will require developing training materials and training those impacted by the work.</p> <p>Develop fiscal impact assessments for projects, including proposed improvement initiatives and system or process changes, coordinate with the affected agencies, managers or public safety partners, and lead efforts to secure funding.</p>

25%	N	E	<p><u>Policy Development and Analysis</u> Work with agency management to develop business cases and policy option packages to be proposed during the budget development process. This includes working with agency management and as necessary, multiple state agencies or other jurisdictions, to identify clear policy directions for agency programs and/or procedures; evaluate data from various resources to identify trends; and integrate budgetary and operational data that effectively aligns with policy strategies.</p> <p>Make recommendations to Budget Manager and other senior managers regarding strategic priorities for identifying, sourcing, and allocating resources in a way that increases overall quality and effectiveness of programs.</p> <p>Review, research, evaluate, analyze, and produce a fiscal impact and recommendation to federal, state, and/or local policy changes that positively or negatively impact the resources of DOC. Determine appropriate action/s in response to new or changed policies. In some cases this may require coordination with senior management across the Department.</p> <p>Serve on internal and/or external policy workgroups. In some cases this may require coordination of workgroups to create consensus or agreement on policy recommendations. Work with the Department of Justice (DOJ) attorneys on identifying appropriate policy language, as well as potential risks and exposure with policy implementation.</p> <p>Present draft recommendations of changes in existing policies to the Chief Financial Officer and other Senior Managers.</p> <p>Assist managers in assessing the resources necessary for implementation of proposed policy changes.</p>
10%	N	E	<p><u>Budget Support</u> During times throughout the biennium when budget work peaks, this role will step in to support budget development, budget execution, and other Budget Office support, as needed.</p>
5%	N	E	<p><u>Miscellaneous</u> Recognizing that our greatest contribution to long-term public safety is the way we contribute to positive inmate change, our staff-inmate and staff to staff interactions should model, direct and teach pro-social behavior to all Oregon inmates.</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.

Normal office conditions and hours. Additional commitment of time usually occurs during budget preparation and during preparation of special analyses and may require nights and weekend work. Occasional travel to institutions throughout the state. Supervised inmates are present in the building to perform maintenance and janitorial services.

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.

Primary budgetary guidelines are established by the Budget Office, Department of Administrative Services, various provisions of the Oregon Revised Statutes, and rules and policies of the Department of Corrections. Guidance is also provided by the Department's Fiscal Services unit and DAS guidelines, including GAAP and GASB. Oregon Revised Statute's governing state financial management and program operations are also used to direct budget and fiscal activities.

- b. How are these guidelines used?

The established guidelines listed above are used to provide guidance for budget development & evaluation and program recommendations for agency managers. They also ensure that the Department develops and manages its budget within legal parameters. Statutory mandates are used in program budget development and evaluation.

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>			
DAS: SABR Section	In Person/Phone	Statewide budget systems/audit issues	Varies
DAS: Budget and Mgmt Section	In Person/Phone	Policy Issues and Development	Varies
DAS: Accounting Unit	In Person/Phone	Revenue and Expenditures, Policy Issues	Varies
Legislative Fiscal Office	In Person/Phone	Budget Research & Analysis	Varies
Fiscal Services & Budget – DOC	In Person/Phone	Research and Problem Solving	Varies
DOC Administrators and Functional Unit Mgrs	In Person/Phone	Budget Development and Mgmt	Varies
Other State Agencies	In Person/Phone	Policy and/or Budget Research	Varies
External Stakeholders	In Person/Phone	Policy and/or Budget Research	Varies

SECTION 7. POSITION RELATED DECISION MAKING

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

This position consults on budget decisions and makes recommendations to managers on interpretation of DOC and statewide budget policy. It applies accounting and budget policies to the budget development process, special program implementations, and fiscal analyses. In addition, the position coordinates various projects used to develop and implement policy and operational changes created through state, federal and/or local projects. In these roles, this position has authority to plan, schedule, and carry out the tasks necessary in accomplishing the specific goals or outcome. The position also has the authority to broaden or narrow the scope of the work in order to address any changes to the goals or intended outcomes. The Chief Financial Officer will supervise this position and evaluate the overall impacts to state policy.

Choices and decisions applied to fiscal analysis affect accuracy of agency budget, budget execution and audit compliance. Incorrect fiscal project work or inaccurate analyses could have an adverse impact on successful program operation.

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>				
Z7014	6000027	Work is reviewed as projects or tasks are completed, depending on the purpose, complexity and audience. This position is a part of the Chief Financial Office management team.	Annually	To enhance the effectiveness and to help manage the challenges and risks of the work of this position. To direct the work to best support the Departments Mission.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? None
- How many employees are supervised through a subordinate supervisor? None
- b. Which of the following activities does this position do?
- Plan work
 - Assigns work
 - Approves work
 - Coordinates schedules
 - Hires and discharges
 - Recommends hiring

- Responds to grievances
- Disciplines and rewards

- 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 person in this position must have excellent analytical and project management skills which enable them to effectively analyze complex policies and issues, and then evaluate options and implement solutions. This person should also be able to exercise appropriate judgment in the process of analysis and be able to conceptualize plans, policies, and procedures that are necessary for implementation. The person in this position should be able to effectively communicate and collaborate with all DOC staff, program stakeholders, government officials, and/or legislative members.

This position requires extensive background and knowledge in accounting and budgeting principles.

This position must hold in confidence all knowledge of agency short- and long-range planning impact on staff and agency budgets. Analysts frequently work with information not available to other DOC employees or other agencies. Analysts are required to develop fiscal impacts on proposed reduction strategies, including program and staff reductions or elimination. A high degree of confidentiality is required for these positions. The analyst is also responsible for quantifying the impact of management / labor economic proposals. This position is appropriately classified as management service due to the nature of assignments for the position.

The person in this position must be comfortable advising senior management and recommending innovative changes within the Department that assist the Department in managing its fiscal resources more efficiently and effectively.

The person in this position must be able to effectively express ideas orally and in writing, using appropriate language, organizing ideas and marshaling facts in an objective manner.

The person in this position is required to establish long-range objectives and specify the strategies and actions to achieve them.

The person in this position must be able to translate or explain what information means and how it can be used. The person must use the data available in the department to assist in the development of performance standards. Additionally, the person in this position must be able to envision new data elements that may be helpful in evaluating and improving current practices and outcomes.

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

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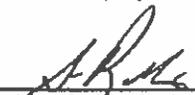
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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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	<u>5/23/16</u> Date		