



This position exists within the Fiscal Services Unit, providing payroll & benefit services to the department. The Payroll & Benefit Unit is responsible for paying salary and wages and setting 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:**

Provide support to the Payroll & Benefits Unit whose primary responsibility is to perform Payroll and benefits duties by receiving, verifying, and processing all payroll and benefit related documents. This will 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 DOC 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 DOC 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 that it owns, operates, or contracts with. 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/contractor/intern. 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
45%	R	E	<p>Generates a variety of correspondence, reports, memos, or other information from rough draft or general instructions; composes and generates correspondence reports, memos and other documents. Will maintain supervisor's calendar, obligating time as needed. Will coordinate and schedule quarterly payroll technician meetings. Maintains office supply inventory, purchasing items as needed. Supports the Payroll Manager with daily general office duties, records processing, and routine clerical support functions, ensuring the timely, accurate and efficient flow of work between employees, payroll technicians, and Payroll Manager. Records meeting minutes and distributes for review and publishing. Will maintain and update DOC Payroll's web page information.</p> <p>Receives calls and routes to appropriate area; receives and reviews incoming mail and requests for information; determines mail needing further research; gathers and assembles necessary information and submits to administrative superior; responds to items not requiring supervisory review or resolution; maintains control records of information received, routed, assigned, or dispersed; initiates follow-up letters or memos; organizes and maintains filing systems; Will identify and arrange for office equipment repairs and service or installation of new equipment.</p>
35%	R	E	<p>Responsible for maintaining knowledge of payroll and accounting rules, policies, and procedures and assisting all employees with time entry processes and procedures. This includes performing in-house training of employees for Employee Self-Service time entry and Group Timekeepers time entry processes.</p>

			Makes decisions concerning adjustments deemed necessary upon research and knowledge of payroll processes, procedures and regulations. Prepares and inputs necessary payroll system adjustments and accounting system journal entries to properly record transactions. Prepares computations and worksheets and performs data input processes for interim manual check requests, payroll adjustments, payroll corrections, allowances, official's pay, employee reimbursements, termination checks, and retroactive pay. Processes vacation payout requests.
10%	R	E	Will perform verification of employment; process manual checks and process PERS information requests. Will assist payroll staff with payroll functions.
5%	R	E	Will pull, provide and track all files requested by Payroll staff.
5%	R	E	Supervisor may assign other duties or projects as necessary for smooth functioning of the unit.

---

#### 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 and includes extended sitting time at a computer terminal; Incumbent must be able to move full boxes that may weigh 30 lbs. Boxes weighing greater than 30 lbs. will require assistance in carrying. This position is subject to response during working and non-working hours to emergencies within the department and is subject to assignment to other areas of the department. While within the institution, contact with inmates will occur, therefore, there may be a chance of exposure to dangerous situations, such as verbal or physical attack. This position 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.

---

#### 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.**

- DOC Rules, Policies and Procedures
- DAS Rules, Policies and Procedures
- Payroll and Benefits Unit Procedures Manual

**b. How are these guidelines used?**

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.

**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>			
Employee Services (Personnel) Staff	Phone/E-mail/In Person	Information on new hires, terminations	Daily
Insurance Companies	Phone/E-mail/In Person	Enrollment, changes to enrollments, and premium payments	Daily
PEBB Staff	Phone/E-mail/In Person	Insurance and system matters	Daily
Insurance Companies	Phone/E-mail/In Person	Enrollment, changes to enrollments and premium payments.	Daily
DAS Central Payroll Staff	Phone/E-Mail/In Person	Payroll procedures and information, salary advances, payroll input, system issues.	Daily

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Employee makes daily decisions on workload priorities. The flow in the office impacts those who have follow-up assignments. Requires the ability to determine what information can be shared with other staff. Employee is required to maintain confidentiality. Poor decisions may cause embarrassment to Payroll Unit and the Department of Corrections, potential for litigation, delays in responses to inquiries, and threat to the security of the facility.

**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>				
PEM C	6000037	Daily observation, random work samples	Daily	Accuracy, compliance, consistency.

**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?

NA

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:

Employee must possess ability to follow specific guidelines, use appropriate judgment in solving routine problems arising in the course of completion of assigned tasks. This employee must be able to work effectively under pressure of deadlines, disruptive conditions, and changing priorities. Position requires good organizational and communication skills, excellent proofreading skills

Position requires the incumbent have proficiency with word processing, MS Word, and spreadsheet software

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
----------------	------------------------------	-----------

*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