

assist managers in the development, evaluation and analysis of programs and activities, prepare allotment plans and monitor budget execution for compliance and/or required funding deviations. This position also prepares fiscal analysis of proposed legislation affecting the agency.

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
70%	NC	E	<ul style="list-style-type: none"> • Responsible for planning, preparation and development of major components of the Agency's biennial budget • Analyzes funding and staffing needs to achieve policy/program decision • Uses the Oregon Budget Information Tracking System (ORBITS) and Position Control System (PICS) to develop budget information into groupings of revenues and expenditures for presentation, analysis and decision making. • Assists in developing presentation materials for legislative presentations for Department management staff • Makes the necessary changes in ORBITS, PICS and agency budget documents to reflect decisions by the Governor and the Legislature
5%			<ul style="list-style-type: none"> • Assists the functional unit managers in assessing the resources necessary for implementation of proposed legislation • Coordinates responses from the various managers • Prepares the fiscal impact statement reflecting the necessary resources
25%			<ul style="list-style-type: none"> • Prepares budget status reports for program managers to allow them to monitor their financial performance against the legislatively approved budget. Recommends corrective action as needed • Reconciles division and program budgets to legislatively approved budgets • Analyzes expenditure for the functional units, working with Assistant Directors and managers to ensure that operations are within the scope of the approved budget and legal restrictions outlined by statute and rule. • Identifies potential problems and recommends solutions to Assistant Directors and managers • Prepares budget deviation and contingency plans for assigned programs and divisions. Reallocate resources as needed to reflect expenditure patterns and plans. • Assists in the preparation of Emergency Board requests and reports. Updates agency budget based on approved actions • Prepares quarterly allotment plans based on expenditure patterns and forecasts.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

			<ul style="list-style-type: none"> • Assists the Budget Manager in development and presentation of training materials related to the budget process. Provides training as needed to Assistant Directors, managers and program staff. • Assists the Budget Manager in identifying the fiscal impacts of special projects, management proposals and options. • Serves as a resource for all Department personnel on budget matters. • Serves on various committees and process teams as directed • Other duties as assigned.
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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. Overtime usually occurs during budget preparation and during preparation of special analyses. 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 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?

Provides guidance for budget development and evaluation and program recommendations for agency managers. Ensures 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?
DAS SABR Section	In Person/Phone	Statewide budget systems/audit issues	Varies
DAS CFO Section	In Person/Phone	Policy Issues and Development	Varies

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

DAS Accounting Unit	In Person/Phone	Revenue & Expenditures, Policy Issues	Varies
Legislative Fiscal Office	In Person/Phone	Budget Research and Analysis	Varies
DOC – Fiscal Services	In Person	Research and Problem Solving	Varies
DOC Administrators & Functional Unit Managers	In Person/Phone	Budget Development and Management	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 policy to budget development process and special program and fiscal analyses. Choices and decisions applied for fiscal analysis affect the accuracy of agency budget, budget execution and audit compliance. Incorrect budget projections or inaccurate analysis 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>				
PEM F X7010X	8921002	In person, by email, phone	Work is reviewed as projects or tasks are completed, depending on the purpose, complexity and audience	Review is conducted to inform Budget Manager on issues as well as for review of logic employed, accuracy and content, compliance with statewide budget policy and compliance with departmental policy, goals and objectives.

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?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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 time management skills which enable them to effectively analyze complex issues, and then evaluate options and implement solutions. This person should also be able to exercise appropriate judgement in the process of analysis and be able to conceptualize and implement necessary adjustments and solutions. The person in this position should be able to effectively communicate and collaborate with all DOC staff and program stakeholders.

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

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.

This position must hold in confidence all knowledge of agency short- and long-range planning impact on staff and agency budgets. Budget 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 budget analyst is also responsible for quantifying the impact of management/labor economic proposals.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
None		

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