

	<b>STATE OF OREGON POSITION DESCRIPTION</b>	<b>Position Revised Date:</b> <u>03.04.14</u>  <b>This position is:</b>	
<b>Agency: Oregon Department of Corrections</b>  <b>Facility: Facilities-Communications</b>  <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised		<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Executive Service <input type="checkbox"/> Mgmt Svc – Supervisory <input type="checkbox"/> Mgmt Svc – Managerial <input type="checkbox"/> Mgmt Svc - Confidential	
<b>SECTION 1. POSITION INFORMATION</b>			
a. Classification Title:	Information Sys Specialist 7	b. Classification No:	C1487
c. Effective Date:	March 1, 2007	d. Position No:	9702.592
e. Working Title:	Telecom Analyst	f. Agency No:	29100
g. Section Title:	Facilities Services	h. Budget Auth No:	000856530
i. Employee Name:		j. Repr. Code:	AAON
k. Work Location (City – County):	Salem- Marion		
l. Supervisor Name (Optional):	<b>Johnson, Jerry R.</b>		
m. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent <input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>SECTION 2. PROGRAM AND POSITION INFORMATION</b>			

**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. In support of this, the Department has deployed an integrated statewide felony offender tracking and management system and other related information systems which include a mission critical, online, real time accounting system (budgeting, purchasing, contracts, accounts payable, manufacturing); an institution staffing application, a mission critical inmate trust accounting system; client/server email systems; a pharmacy system; a decision support system for research and evaluation; and a Help Desk problem tracking system. These systems are deployed on the Department's network that extends to all its locations statewide and is comprised of many central and remote servers including an IBM I-Series server, several Sun/Unix servers, and numerous other network servers.

These systems are supported and maintained by the Information Technology Services Unit of the General Services Division. To accomplish this, the unit is divided into four sections: Development; the section responsible for creating and/or maintaining all software in the statewide system, Operations; the section responsible for operating all servers and the network that comprise the statewide system, Technical Support; the section responsible for maintaining the desktop devices used on the network and, Business Support; the section responsible for business analysis, project management and customer relationships.

**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:**

Position maintains all aspects of the telephone network operations for ODOC. The ODOC telephone network consists of multiple platforms of hardware and vendors to provide voice services across the state in 14 Institutions with varying degrees of security requirements for phones supporting the safety of 4,300 ODOC staff. These duties include all wiring, most of the software trouble shooting and repair. The team performs all moves, adds, and changes, testing of internal circuit boards, ports, and phone line traces as well as all voice menu scripting. Responsibilities include support of four admin offices and two counties offices for Parole and Probation. Lucent / Avaya equipment maintenance contract is administered by this team for the core and the team provides the problem isolation and identification, and first line hardware repair on all but the core components as well as all services of the off-new support. They assure the highest level of customer satisfaction through cross sectional coordination of business units, Institutions, administrative staff, security, multiple phone vendors and DAS/IRMD and SDC.

**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
10%	R	E	<p><b><u>Communications-Customer Assistance</u></b></p> <p>Works independently in response to users requests for assistance to ensure timely delivery of services and high level of functionality. Acts as a “last resort” for other ITS staff on all outstanding user, software, hardware and connectivity issues. Responsible for problem resolutions, which can require vendor involvement, security personnel, ITS personnel, management and policy groups. Initiates calls to vendors for fixes on software, hardware, and Telco (line) issues.</p> <p>Designs and develops system recommendations and solutions based on customer’s feature and network requirements. Consults with facility staff, ITS staff, Institution and Administrative management staff over the telephone and in person to determine business needs and technical requirements. Assists business units and customers in defining service requirements. Travel regularly to sites to provide recommendations, service or resolve support issues. Provides training to other ITS staff for network support of phones; these can be service or connectivity (wiring) issues as well as telephone function and user issues.</p> <p>This position responsible for support and auditing voice and data network assets of ODOC.</p> <p>Evaluates, identifies user problems, and separates user problems from system or equipment problems. Corrects problem or coordinates with vendor or multiple vendors for complete repair or replacement. Evaluates reports on repair to ensure contract standards are being met on repair times and CPE sustainability.</p> <p>Provides training on key, BCM, and multiple platforms of PBX’s for hardware and software functionality. Last resort for ITS staff to resolve or refer telecommunications issues. Assists in disaster preparation plans and options. Coordinates and implements disaster plans. Works with coordinating and resolving problems with other ITS staff across mixed environments and multiple hardware platforms.</p>

			<p>Provides telecom technical and customer service information to ODOC. Processes all telephone service orders for agency using personal judgment to ensure correct technical solution and implementation to provide solution to customer. Interfaces with customers via phone calls, email, and Service Manager. Ensures billing and budgetary accuracy and compliance.</p> <p>Collects and analyze data for assigned projects, makes recommendations based on business needs vs. budgets available to ITS management. Implements changes.</p> <p>Provides confidential reports to Security, Institution Managers, and Functional unit managers as requested utilizing and manipulating billing and call accounting databases.</p> <p>Leads and directs DOC staff regarding telecom issues; makes decisions and recommendations, purchases, installs or oversees installation of equipment, services and administrative changes. Works independently or as part of a team to conduct technical audits, inventories, and usage studies of all voice switches and lines across the statewide network. Makes decisions on appropriate plans and rates to ensure business continuation.</p>
10%	R	E	<p><b>Operations</b></p> <p>Operates under a complex environment of services, hardware, software and vendors across multiple organizational environments. This is represented by multiple system types, multiple protocols and platforms. Prepares, presents and implements Customer Premise Equipment (CPE) and telecommunications network designs and proposals.</p> <p>Performs cause analysis and troubleshooting to resolve problems with telephone hardware and software. Maintains daily operation schedules and procedures and ensures optimum availability of all telephone switches and related hardware, software, and supporting lines. Reviews logs and trouble reports. Works independently to provide statewide database changes to telecom systems statewide over multiple hardware and software platforms. Performs administration functions for moves, add, changes, and deletions of users, equipment, and services on multiple hardware and software telecom systems and related equipment. Performs switch programming to change: set names, voicemail, set moves, hunt groups, line pools, restrictions, etc; assist users with set functions' programming on telephones statewide. Performs complex scripting for call handling and voice menus. Tracks availability of ports, cards for future support and procures additional hardware as needed.</p> <p>Analyzes, designs, and initiates Telephone Service Order's (TSOs) for all agency business units, performing some work in house, coordinating with multiple vendors for lines, programming, hardware and software purchases. Triage all repair for in house fixes, then referral to appropriate vendor as necessary. Acts as liaison to ensure all contract time repair requirements met.</p> <p>Absolute authority as central DOC contact for initiating and logging trouble calls to DAS and telephone vendors. Works independently as coordinator between multiple vendors to solve hardware and telephone network problems.</p> <p>Makes recommendations to management on Telecom fund spending and budget. Audits, analyzes, designs, implements and maintains current cost model of reporting all Teledata charges campus level billing, breaking out cost centers to report Teledata charges. Acts as liaison between business units, vendors, and other ITS staff on all telecom issues. Central contact to DAS TSO desk, DAS TSC, SDC, and IRMD billing staff. Provides technical review to assist ODOC accounting for voice network billing questions. First contact for service issues for network, telecom, video and audio charges and services.</p>

			<p>Provides staff training on new platforms as systems are upgraded.</p> <p>Analyzes telecom vendor bills for accuracy; researches errors and discrepancies, work with various telecom vendors supporting multiple platforms on service and technology issues. Assists accounting and budgets on telecom charges.</p> <p>Obtains and logs vendor provided maintenance. Performs and documents periodic evaluation of system performance for review by management.</p> <p>Provides emergency backup coverage for weekend operations. Determines 911 issues for Master Control inside institutions, within vendor and safety parameters necessary to support telecom in high risk environment inside Institutions.</p>
20%	R	E	<p><b>Construction</b></p> <p>Plans new telecommunications services and provides product evaluations with multiple hardware platforms, security and business unit parameters.</p> <p>Performs oversight on all large and high risk vendor installations; moves of workgroups or replacement of entire systems. Coordinates these changes with workgroups and vendors. Develops and implements migrations plans of users to new systems.</p> <p>Position focus is foremost safety of inmates and staff inside Institutions. Position analyzes and implements upgrades to Telco lines, hardware and software supporting Institutions to provide most efficient call routing and ensure sustainability coordination all outages with Institution Management. Analyzes 911, shutdown and off hook alarm planning and implementation for Institutions.</p> <p>Adheres to state procurement practices; utilizing state SOEN and TCPERS contracts via TSO's or through ODOC Purchasing and Contract on POs and Request For Bids (RFB).</p> <p>Position procures and implements upgrades of software and hardware to Avaya PBX's not maintained on the state contract. Provides backup lines, UPS's and assists in training and programming of shut down procedures in event of emergencies.</p> <p>Outlines specifications and requirements of RFPs and participates in review of bids, awarding bids, or making recommendations to upper management as needed.</p> <p>Ensures compliance with legislative and federal mandates, Oregon Revised Statutes and administrative statutes.</p> <p>Maintains good working knowledge of industry and current applications to ensure viability of voice network balancing with needs of Institutions for safety.</p> <p>Works with ODOC business units to design and install needed telecom services on new prison construction sites assisting Business Units to determine how technology meets business needs. Develop, program and implement call routing, voice menu's and phone installations.</p>
15%	R	E	<p><b>Planning</b></p> <p>Acts as Project Manager for planning, design and upgrades of software and migration to new services on Institution sites. Coordinates tasks required with Institution staff and vendors on migrations prevent unnecessary outages and keep required outages to a minimum. Telecom services provide key safety for staff and inmates inside Institutions. All outages must be cleared and implemented at appropriate times for Institution staff due to critical nature of these services.</p>

			<p>Performs tests on call routing, new products and software to meet needs of business units.</p> <p>Promotes standard-based solutions, nomenclatures, methods and preferred products in unique safety environment. Performs tests to ensure security and meets Industry standards to reduce hacking and fraud vulnerabilities. Makes recommendations of state and industry standards to upper level management.</p> <p>Acts as Project Manager to coordinate complicated, multi vendor on new installations or migrations of users to new hardware platforms, writing detailed requirements and documentation of sites.</p> <p>Recommends improvements and changes to backup power, key systems, BCM's, and PBX's. Provides hardware sustainability planning for critical communications in a high risk environment.</p> <p>Evaluates and researches new services to provide solutions for Institutions, both software and hardware. Develops and tests solutions prior to implementation when possible. Prioritizes work load, tasks, and projects appropriately working independently making decisions that best meet the needs of ODOC.</p> <p>Plans and coordinates installs of new telephone products as well as maintenance releases to these products.</p>
10%	R	E	<p><b><u>Hardware/Software</u></b></p> <p><b><u>Customer Service</u></b> Evaluates, identifies user problems, and separates user problems from system or equipment problems. Corrects problem or coordinates with vendor or multiple vendors for complete repair or replacement. Evaluates reports on repair to ensure contract standards are being met on repair times and CPE sustainability. Provides training on key, BCM, and multiple platforms of PBX's for hardware and software functionality. Last resort for ITS staff to resolve or refer telecommunications issues. Assists in disaster preparation plans and options. Coordinates and implements disaster plans. Works with coordinating and resolving problems with other ITS staff across mixed environments and multiple hardware platforms.</p> <p>Analyzes and maintains Telecom budget figures; project and recommend expenditures. Produce reports and graphs. Collects and analyze data for assigned projects.</p> <p>Researches, analyzes and recommends custom options of hardware and applications to meet business needs.</p> <p>Plans and coordinates installs of new telephone products as well as maintenance releases to these products.</p>
5%	R	E	<p><b><u>Operations</u></b> Develops and implements quality assurance procedures and uses the results to improve system performance.</p> <p>Maintains remote and centralized equipment to support call accounting systems. Troubleshoot system problems of web based application capable of emailing reports for both LAN line and cell usage to functional unit managers on statewide web based application and hardware. Position responsible troubleshooting and testing of Application Suite hardware and maintenance partnering with ITS network and domain staff to install or upgrade. Provide all test and training on new system, single point of contact for all service related issues for all ODOC sites.</p> <p>Plans and implements migrations of infrastructure when upgraded on cable cutovers. Documents cable and patch panel infrastructure on upgrades and new</p>

			<p>constructions. Evaluates cable infrastructure for replacement, design on existing infrastructure and makes recommendations to other ITS staff and upper level management.</p> <p>Performs supervision of vendors during installations and auditing of installation to ensure security standards, equipment and programming meet set requirements.</p> <p>Performs analysis and audits to ensure system integrity and consistency of service standards. Provides analysis of network requirements for need vs. cost.</p> <p>Prepares RFB for new items not on contract and maintenance across multiple hardware platforms.</p> <p>Position procures all hardware and software upgrades through state Telecommunications Customer Premise Equipment and Related Services (TCPERS) contract, PO, or RFB within budget constraints. Position designs upgrades designed to keep systems both viable and supportable.</p> <p>Performs inventory management and asset control in a centralized approach to best utilize ODOC CPE hardware assets stored in the Central Distribution Center (CDC) warehouse.</p>
15%	R	E	<p><b><u>Construction</u></b></p> <p>Contacts hardware and software providers for information; tests new hardware and software for integrity and usability; reads technical journals and relevant literature to stay current with changes in technology and equipment lifecycle; assists in conducting feasibility and cost benefit analysis studies; reports project status and completion; prepares technical reports to be used by management in automation decisions for planning, acquisition and development.</p> <p>Evaluates and makes recommends options for unusual issues; hardware or applications in multiple vendor and platform environment with a high degree of visibility and safety requirements. These can be significant and diverse projects and applications supporting a high risk public safety environment. Researches vendor options and provides analysis to Institution management.</p> <p>Assists agency in development of requirements for converged voice, video and data transport services.</p> <p>Position procures and implements upgrades of software and hardware to Avaya Private Branch Exchange (PBX) not maintained on the state contract. Provides backup lines, Uninterruptible Power Supply (UPS) and assists in training and programming of shut down procedures in event of emergencies.</p> <p>Performs vendor supervision on all major vendor installations. Analyzes and makes recommendations to ODOC management, conducts research and consults with DAS, state contractors, and other vendors to determine most appropriate and cost effective course of action. Resolution involves hardware, software, cable issues, new installations and upgrades to the telecom system: PBX upgrades, conference call technology, wireless services, programming issues, video services, audio services and issues related to shut down of critical areas during emergency situations.</p> <p>Ensures vendors are following contracted performance standards for repair, security, installation of CPE. Negotiates with vendors when necessary to reconcile disputes.</p> <p>Performs oversight of Telecom cabling, making recommendations of changes and upgrades. Implements cable cutovers with cross connects to new cable; performs oversight of vendors for cable installations.</p>

			<p>Installs, configures upgrades, migrates, repairs, and maintains and administers network equipment such telephone Business Communications Manager (BCM), PBXs, and key systems on multiple platforms as well as voice mail systems such as Audix, Mer Mail and Call Pilot applications. All work is performed in a high risk security laden environment.</p> <p>Evaluates and recommends options for unusual issues, hardware or applications in a multiple vendor environment; these can be significant and diverse projects and applications supporting a high risk public safety environment.</p> <p>Recommends changes and layout of telecom backboards and systems on new construction (DRCI). Select, procure, and supervise installation of PBXs to meet business needs in budgeted constraints. Systems vary in size, complexity, and security requirements.</p> <p>Design and document entire layout of Teledata closets and cable pairs available for remote support on new prison construction and retrofit projects.</p>
10%	R	E	<p><b><u>Planning</u></b></p> <p>Provides analysis, design, and implementation for telecommunication new prison construction and remodels of existing Institutions.</p> <p>Performs cost benefit analysis and performance benefit analysis for ODOC management. Makes recommendations based on analysis to management.</p> <p>Directs and designs cable cutovers of existing Institutions and provides analysis of infrastructure upgrades needed for future viability. Researches power and UPS issues to resolution.</p> <p>Maintains working knowledge of new technologies and benefits to ODOC.</p> <p>Position has responsibility of managing current Avaya contract and providing all telecom programming, software, hardware, and planning support to all Avaya PBXs no longer covered on the State TCPERS contract.</p> <p>Position is responsible to analyze changes of DAS policy and coverage pertaining to off net and on net services for sustainability of critical communications and make recommendations to management.</p> <p>Plans organizational data structures for implantation of statewide automated call accounting reporting.</p>
5%	NC	E	<p><b><u>Other Duties as Assigned</u></b></p> <p>Accepts other duties as assigned associated with DOC statewide data network and telephony systems to ensure their compatibility and operation. This position verifies all lines, equipment, and every small network, is an integrated part of the whole and not only complies with DOC standards and best business practices, but also all state and local codes.</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.**

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.

Extensive work performed on video display terminals. Exposure to inmates in the work place. Requires occasional in state and out of state over night travel. Work schedule is driven by user need. May be required to respond after normal business hours for system emergencies. May be assigned on-call rotation or stand-by duties. Employee may work a variety of irregular hours in order to maintain operational systems at DOC facilities. Lifting PCs, terminals, and other computer equipment. Remove, replace or upgrade components. Bending, crawling, reaching under desks and computer workstations, and physical manipulation of large objects may 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.

Department of Correction's Rules and Procedures; Computer Operations Manual; Technical documentation; and ITS Problem/Change Management Guide.

### b. How are these guidelines used?

Provides limitations, directions, and operating instructions.

## 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?
<b>Note:</b> If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Accounting/Budgets	In person, phone, email, by letter	Analyze and resolve billing problems. Audit and authorize payment of telephony items. Problem solving, disputes and technical issues	Weekly
Vendors/Contractors	In person, phone, email, by letter	Problem solving, planning, disputes, requests, inquiries, coordination, supervision, escorts, and resolving technical issues.	Daily
ODOC Business Units	In person, phone, email, by letter and remedy.	Problem solving, programming, planning, disputes, requests, inquiries, coordination and resolving technical issues.	Daily
ODOC Management	In person, phone, email	Provide analysis and recommendations of technical issues	Monthly
ITS Staff	In person, phone, email, by letter and remedy	Provide last resort on technical issues, recommendations, training, resolve technical issues	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Independently determine the nature/extent/urgency of problem and conditions and select appropriate course of action. This position operates with a high degree of independence. Must be able to respond and determine the best course of action for a wide variety of customer requests and problems. This position performs cost and resolution analysis on necessary equipment, maintenance, operations, additional functionality and enhancements to systems. Requires excellent analytical skills to dissect user problems and propose reasonable solutions. This position involves a large amount of troubleshooting over the phone with users, a working knowledge of ODOC business units and the security requirements inside the secure parameters. Decisions directly reflect the safety of staff inside the Institutions and costs of technology to best meet business needs.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Communications Infrastructure Manager PEM-E; X7008	9512.339	As the Administrator, and lead, the Communications Infrastructure Unit Manager will review problem reports, performance data and progress of projects.	On an occasional basis.	To determine effectiveness and appropriateness of work.

**SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

<b>a.</b>	How many employees are directly supervised by this position?	0	
	How many employees are supervised through a subordinate supervisor?	0	
<b>b.</b>	Which of the following activities does this position do?		
	<input checked="" type="checkbox"/> Plan work <input type="checkbox"/> Assigns work <input type="checkbox"/> Approves work <input type="checkbox"/> Responds to grievances <input type="checkbox"/> Disciplines and rewards <input type="checkbox"/> Coordinates schedules <input type="checkbox"/> Hires and discharges <input type="checkbox"/> Recommends hiring <input type="checkbox"/> Gives input for performance evaluations <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:

**SPECIAL REQUIREMENTS:** *List any special mandatory recruiting requirements for this position:*

Must have a valid driver's license. Person in this position is subject to a fingerprint-based criminal record check. **This position requires accounting, budgeting and spread sheets or database experience.**

**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		Date		Reviewer		Date	