



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
1/29/16

Agency: Oregon Department of Corrections

Facility: Deer Ridge Correctional Institution

New Revised

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Accounting Tech 2</u></p> <p>c. Effective Date: <u>7/1/2007</u></p> <p>e. Working Title: <u>Accounting Tech 2</u></p> <p>g. Section Title: <u>Fiscal Services—Business Svcs</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): <u>Madras/Jefferson County</u></p> <p>l. Supervisor Name: <u>Randy Ross</u></p>	<p>b. Classification No: <u>C0211</u></p> <p>d. Position No: <u>0700115</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: <u>000997420</u></p> <p>j. Repr. Code: <u>AAON</u></p>
<p>m. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>	
<p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

SECTION 2. PROGRAM AND POSITION INFORMATION

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. The Department's biennial operating budget includes General Fund, Federal Fund, and Other Funds.

The Office of Chief Financial Officer provides centralized support services to all levels of the Department through Fiscal Services, Long-range Construction Plan, Budget Development and Management. Fiscal Services provides a wide variety of services to all levels of the Department through its Payroll, Purchasing, Contracts, Central Accounting, Central Trust (Inmate Accounts), AFAMIS Support, and Statewide Business Services.

Statewide Business Services is responsible for providing onsite logistical support to institution personnel regarding a number of financial operations. These include areas such as accounting, procurement, contracts, and central trust. Focus is on ensuring compliance with generally accepted accounting principles, the Oregon Accounting Manual and all applicable procurement and contracting laws, rules, or procedures. Business Services assist the institution staff with

budget monitoring, tracking and specialized reports. Business Services acts as the liaison to the agency's central administrative functions.

The position exists within the Department of Corrections, Fiscal Services, Deer Ridge Correctional Institution (DRCI) Business Office located three miles east of Madras, at 3920 Ashwood Road in Jefferson County. It is an essential function within the overall requirements of the Department's Fiscal operations.

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 job/position is to provide administrative, technical, and confidential service/support for the Business Services section of Deer Ridge Correctional Facility. Duties include managing the facility's inmate trust accounting system and perform duties associated with Central Trust functions, 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 E-Mail and Calendaring.

This position reports directly to the Business Services Manager providing him/her, a wide variety of administrative, confidential, and clerical duties. This position will be involved in every aspect of the DRCI Business Service operations, requiring a comprehensive knowledge of DOC and State of Oregon Rules, Policy, Procedures, AFAMIS, DOC 400, Generally Accepted Accounting Principles and computerized word processing/spreadsheets.

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
50%		NE	<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%			<p>Purchasing: 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</p>

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

10%

the facility are accurately completed prior to distribution and processing according to Department rules and procedures. As needed, communicate with vendors as it relates to orders placed and any problems with billings. Communicate with vendor as it relates to shipping time and when expected at facility. Records and updates DRCI expenditure spreadsheet for order details. Update and track approval authorizations for AFAMIS users.

Accounting: 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. Accounts Receivable: Verify for accuracy. Make corrections as needed and communicate necessary changes to program managers and/or staff, ensuring that established procedures are followed. Prepare Accounts Receivable invoice for agencies and customers who reimburse DOC for Other Funded programs. Assign customer number, revenue fund number, cost center, and revenue account number. Record costs for accounts receivable invoice. Payment of Vendor Invoices: Review and verify contractors invoices for personal service contracts, leases, and purchases for correct itemized items and/or services, amounts, and past due balances. Verify invoices for approved signature and send unapproved invoices to program managers for approval and signature. When vendor invoice is ready for payment, designate appropriate cost center and object-subject code and forward to Central Accounting for payment.

10%

SPOTS Card: Possess State Of Oregon SPOTS card to purchase necessary items for DRCI cost center managers. Processes all OfficeMax Orders for DRCI 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%

Cash Handling: Responsible for the sale of, and accountable for, the check and cash transactions in relation to the sale of staff meal tickets. Maintain records of all sales by date, name, number and amount. Keep secure maintenance of tickets, funds, records, and reports in connection with sales. Collect funds generated from photo ticket sales to visitors. Collect funds generated from locker rentals. Prepare checks and monies for deposit via two-person reconciliation. Deposit funds at U.S. Bank on weekly basis.

5%

Other: Backup to CCCF Administrative Specialist 2, Accounting Technician 2, and OSP Accounting Technician 2 during absences or to assist in workload. Receive and distribute reimbursement and payroll checks to staff. Provides direction, supervision, guidance, and control of inmates if 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.

The 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 Email 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.

Skill and experience in resolving supply and delivery problems; skill in written and oral communication; ability to coordinate and facilitate special projects; ability to complete necessary tasks in a timely manner and emphasis on thoroughness and accuracy; ability to place customer service ahead of personalities.

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 Central Oregon and is exposed to temperature extremes and inclement weather. DRCI is air-conditioned. The institution is spread out over a large campus; walking long distances to get to the workstation or to 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 (OAM)
- Oregon Revised Statutes (ORS)
- Oregon Administrative Rules (OAR)
- Department of Administrative Services Policy Manuals
- 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. They serve as instruments in defining procedures and terms to be followed to conserve and protect state owned property acquired from expenditures of appropriated funds, or from other applicable sources, and outline reports required satisfying Legislative mandates.

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/Email/Memo	Exchange of Information	Daily
DRCI Management/Staff	Person/Phone/Email/Memo	Information/Operations	Daily
Westside Business Manager	Person/Phone/Email Memo/Video	Exchange of Information, Work Assignment	As Needed
General Public	Person/Phone/Writing	Information	As Needed
Purchasing Agents	Person/Phone/Mail/Email/Fax	Supply Requests	As Needed
Vendors	Person/Phone/Writing/Fax	Operations	As Needed
Central Trust	Phone/Email/Person	Trust/Inmate Accounts/CD-28	Daily
Other Institutions	Phone/Fax/Email/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 are made in prioritizing the workload in the business office to minimize any conflicts in achieving objectives outlined by statute and/or prescribed by governing rules, policies and procedures. This position makes independent decisions on many aspects of business services. Assures effective use of resources. Makes decisions regarding ordering of standardized products, reconciles orders made to central warehouse. Makes decisions relating to the proper coding of inmate accounts; 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	0500455	In Person/Phone/Mail/Email/Video	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?

- | | |
|--|---|
| <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 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 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