



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:**

Perform the payroll/benefits duties by receiving, verifying, and processing all payroll and benefit related documents to ensure accurate and timely compensation of pay and benefits for DOC employees.

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### **SECTION 3. DESCRIPTION OF DUTIES**

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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.

All Department of Corrections employees 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

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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 employees 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
45%	R	E	<p><b><u>Payroll and Benefit Processing</u></b> -- Update computerized payroll system semi-monthly to reflect correct work schedules, time worked, leave taken, deductions requested or required, and additional pay items via computer terminals linked to Department of Administrative Services (DAS) central payroll system. Process new hires and terminations as they occur in a timely manner. Request re-written and/or special checks from DAS central payroll as needed. Respond to inquiries from the PERS representative at DAS or PERS and make corrections to the system as needed to ensure proper processing of retirement benefits. Complete and submit USERRA certification forms to PERS for employees returning from active military duty. Reconcile exception reports produced by the payroll system after each system cut off each month. Process garnishments, IRS levies, child support orders, workers' compensation deductions as they occur. Prorate leave taken and restore leave for the time an employee is on an approved workers' compensation claim. Notify and make collection arrangements for employees who are overpaid per the collective bargaining agreement or appropriate policy.</p>
10%	R	E	<p><b><u>Provide Information to Employees and Others</u></b> – Answer employee questions concerning wages, taxes, and deductions. Answer questions from employees, managers and timekeepers regarding payroll/benefit rules, policies and procedures. Consult with representatives of the Public Employees' Benefit Board and/or insurance companies to resolve insurance related concerns. Reply to requests for employment verification and salary certification. Sort and distribute paychecks to work sites on the two pay days each month.</p>
20%	R	E	<p><b><u>Process Attendance Reports</u></b> – Correct, audit and process timesheets (semi) monthly. Review timesheets and verify overtime is authorized prior to input into system. The audit process entails reviewing timesheets on a random sample basis for accuracy and compliance with established policies and procedures. On a bi-monthly basis will input into the payroll system leave without pay, overtime, holiday pay, penalty pays and other additional pay types. Review leave accrual and usage reports monthly for errors and make corrections as</p>

20%	R	E	<p>necessary. Distribute these reports to the work units monthly. Instruct managers and timekeepers of proper timesheet reporting methods.</p> <p><b>Process Insurance Forms</b> – Review health, dental and life insurance applications for completeness and conformity with guidelines. Input PEBB insurances to the PEBB Benefits online system and set up payroll deductions as needed for other benefits. Obtain Public Employee’s Benefit Board approval to process unusual requests. Determine and enter appropriate amounts for taxes for employees with domestic partners or domestic partner’s dependents. Review and make necessary corrections to exceptions in the PEBB Benefits online exception system and approve or deny COBRA notices as appropriate in a timely manner. Provide appropriate insurance benefits to employees on FMLA, military leave and/or SAIF time loss. Notify employees who are on leave without pay of insurances they may self pay and the process for self paying. Process self pays for insurances monthly. Complete and send in disability claim forms and respond to information requests for processing them. Maintain a file for each employee containing all necessary insurance information, authorization for all payroll deductions, a current W-4 withholding certificate and most recent personnel action forms.</p>
5%	R	E	<p><b>Misc. Duties</b> – Performs miscellaneous duties as assigned.</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 working conditions; 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.
  - Federal and state laws concerning tax withholding, overtime pay, and wage and tax reporting
  - Multiple Labor Union Contracts
  - DAS Central Payroll Manual
  - DOC Rules, Policies and Procedures
  - DAS Rules, Policies and Procedures
  - Payroll and Benefits Unit Procedures Manual

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

Tax laws are used to compute tax withholding deductions. State and federal laws are followed in handling garnishments and timely payments or wages. Overtime laws are used when reviewing timesheets monthly to ensure employees are paid properly. Incumbent must have knowledge on labor union agreements as they pertain to salaries, deductions, and leave benefits to ensure employee is paid properly; leave benefits are properly recorded in the attendance records.

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 to ensure attendance records reflect the proper leave hours, additional pay hours, paying employees properly, and ensure appropriate insurance and benefits are provided.

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**SECTION 6. WORK CONTACTS**

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**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 Central Payroll Staff	Phone/email/In Person	Payroll procedures and information, salary advances, payroll input, system issues	Daily
Employee Services (Personnel) Staff	Phone/email/In Person	Information on new hires, terminations, changes in payroll related status, insurance matters, wages and cost centers	Daily
PEBB Staff	Phone/email/In Person	Insurance and system matters	Daily
DOC Staff	Phone/email/In Person	Wage payments, questions on deductions, wages, attendance, insurance and other benefits	Daily
Insurance Companies	Phone/email/In Person	Enrollment, changes to enrollments and premium payments	Daily

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**SECTION 7. POSITION RELATED DECISION MAKING**

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

In applying the guidelines listed in section 6, the incumbent makes decisions such as: (a) what information to release to the public when requested, (b) when to begin or end employee benefits, (c) how to apply labor agreements pertaining to pay, leave and other benefits, and (d) how to apply DOC and DAS rules, policies and procedures to pay, leave and other benefits.

The effect of making erroneous decisions in the above areas may be grievances or lawsuits filed by employees and overpayment or underpayment of wages or benefits.

**SECTION 8. REVIEW OF WORK**

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

Classification Title	Position Number	How	How Often	Purpose of Review
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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".*

Lead Payroll and Benefit Specialist	1010008	Daily observation, random work sample and report reviews	Daily/Bi-Monthly/Monthly	Accuracy, compliance, consistency
Payroll and Benefits Administrator	6000037	Daily observation, random work samples, report reviews and customer and lead worker input.	Daily/Bi-Monthly/Monthly	Accuracy, compliance, consistency, quality and quantity of work and determining staff training needs.

**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? 0

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:

This position performs one of the most difficult payroll and benefit assignments in state government. This is due to the 24 hour, 7 day a week operation of correctional institutions. Employee must be knowledgeable of payroll and benefits related articles in several different labor union contracts. The payroll duties are complicated by multiple shifts and days off which change frequently, have much overtime with difficult overtime, holiday and penalty pay rules, has various pay differentials to contend with, and has many workers' compensation claims that require pay and leave adjustments.

**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

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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.

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### SECTION 12. SIGNATURES

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\_\_\_\_\_  
Employee Signature                      Date

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Supervisor Signature                      Date

\_\_\_\_\_  
Appointing Authority Signature                      Date

**Steve Robbins**  
Chief Financial Officer

**Ray Grixy**  
Financial Services  
Administrator

AS 2  
C0108 19  
Cioce Harvey 9712052

**MANAGER**  
Shelli Hongweil  
9912060  
Operations & Policy

OPA 4  
X0873 32  
Jean Hooks 0101007

Central Trust &  
Statewide Business  
MANAGER  
PEMB 31 X7D06  
Bou Culp 8900346

West Side Business  
MANAGER  
PEMB XT002 26  
Randy Ross 0500455

Accounting/Property  
MANAGER  
PEME 33 X7008  
Jack Ogami 8000040

Procurement/Contracts  
MANAGER  
PEME 33 X7008  
Dick Hawks 1000030

AFAMS SUPPORT TEAM  
Fiscal Analyst 3  
C1245 30  
Jason Adams 8700105  
Keith MacGregor 8900301  
Vickie Stanley 0700122

Accountant 1  
C1215 21  
David Hawks 0700012

East Side Business  
Manager  
PEMB 26 XT002  
Dawn Wagner 9712066

AS 2  
C0108 19  
Shelby Clayton 0100066

Accountant 4  
C1218 30  
Kathleen Vidby 0111001

MANAGER  
PEMC 28 X7D04  
Chelle Greenwade  
1000037

PCS 3 C0438 29  
Craig Heidan 9500353  
Vickie Gallegos 0500541  
Bonnie Harmon 8712049  
Vergil Ashbaker 8900426  
Keith Stock 8500352

Accounting Tech 3  
C0212 19  
Debbie Elwood 0101006  
Tommy Alvarez 0300001

Accounting Tech 3  
C0212 19  
Catherine Shroyer 8900342

Accounting Tech 3  
C0212 19  
Shelby Clayton 0100066

Accountant 3  
C1217 27  
Richard Spoonheim  
6000033

Accounting Tech 3  
C0212 19  
Jude Berbera 0500127  
Lesi Hall 0500277  
Miajoa Hammonds 1010008  
Danel St. John 9702599  
VACANT 6000032  
Jame Harford 0202595  
Sunny Noble 8000348  
Jessica Andersen 0700092  
Cheryl Scott 8900423  
Angela Toihen (DF) 8900423  
Lauri Weiden 8900118  
Cindy Wilson 9902520  
Joia MacC (JRI) 0104002—this  
is a Central Trust position

PCS 2 C0437 27  
Sandy Eber 0900445  
Aileen Whitney 9512349  
Miklane Kloobhart 0902501  
Mall Shevaker 6000891  
Shelby Gibbs 9500301

Accounting Tech 2  
C0211 17  
Lynda Sheild 0700113  
VACANT 9902903

Accounting Tech 2  
C0211 17  
Dabbie Alyssa 0902502  
Susan VanEpps 0100072  
Betsy Moore 0512353  
Cheryl Wedekind 9702008

Accounting Tech 2  
C0211 17  
Stacy Garthe 0700014  
Bhanna Ehsara 8900340

Accountant 1  
C1215 21  
Kelke Spensid 0315034  
Steve Preston (DF)  
0315034

Accounting Tech 2  
C0211 17  
Emily Henness 1100011

PCS 1 C0436 23  
Vickie Cochran 6000031

Office Specialist 1  
C0103 11  
Duliani Jones 0101001  
Aletza White (DF) 0101001

Accounting Tech 3  
C0212 19  
Matt Berg 9700715  
Corama Gates 0500270  
Debra Jenkins 0507003  
Cyndi Therapp 8919041  
Khris Munnery 0500034

Accounting Tech 2  
C0211 17  
Kamela Gannon 0700111  
Gina Lathrop 0300003  
Ken Sake 8900344  
Nicole Reading 1010006

Accounting Tech 1  
C0210  
Mady Stevenson 0700110

PCS Assistant C0435 19  
Tamara Bower 9500364

OS 1 C0403 11  
Joey Keper 8900347

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