

STATE OF OREGON

This position is:

AGENCY: Oregon Criminal Justice Commission

DIVISION: Criminal Justice Commission

POSITION DESCRIPTION

- Mgmt Svc-Supervisory
- Mgmt Svc-Managerial
- Mgmt Svc-Confidential
- Classified
- Unclassified
- Executive Service
- New Revised

SECTION 1. POSITION INFORMATION

- a. Class Title: Fiscal Analyst 2
- b. Class No.:
- c. Effective Date:
- d. Position No.:
- e. Working Title: Fiscal Coordinator
- f. Work Unit:
- g. Agency No.: 21300
- h. Agency Name: Oregon Criminal Justice Commission
- i. Employee Name:
- j. Work Location (City-County): Salem/Marion

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- k. Position: Permanent Seasonal Limited Duration Academic Year
 - Full Time Part Time Intermittent Job Share

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- l. FLSA: Exempt Non-Exempt
 - If Exempt: Exec Prof Admin
 - m. Eligible for Overtime: Yes No

SECTION 2. PROGRAM/POSITION INFORMATION

- a. The Criminal Justice Commission's purpose is to improve the efficiency and effectiveness of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning. The commission is charged with developing a long-range public safety plan for Oregon, which includes making recommendations on the capacity and use of state prisons and local jails, implementation of community corrections programs and methods to reduce future criminal conduct. In addition, the Commission has a role in funding and evaluating Oregon's drug courts. The commission also conducts research, develops impact estimates of crime-related legislation, acts as a statistical and data clearinghouse, administers Oregon's felony sentencing guidelines and provides staff to the advisory committees regarding asset forfeiture and racial profiling. Commission members are appointed to four-year terms by the governor and confirmed by the senate.
- b. The purpose of this job/position is to coordinate the Budget and Fiscal needs of the agency. The person in this position provides support and analysis to Grant Program Leadworker and Executive Director in the areas of budgeting, accounting, financial reporting, forecasting and operational expenses.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties. E = This is an essential duty of the American with Disabilities Act.

% of Time	N/R	DUTIES	
30	R	E	Financial reporting/analysis/consultation – Maintain analyze agency accounting records. Prepare necessary financial reports on monthly, quarterly and yearly basis. Provide information to management on agency position. Assure all fiscal tasks are completed accurately, timely and in compliance with Generally Accepted Accounting Principles, Governmental Accounting Standards Board and Oregon Accounting Manual.
30	R	E	Participates in the preparation of the budget (including involvement in the development and review of program option packages and Emergency Board requests) by coordinating with the CJC Director. Directly involved with the Oregon Budget Information Tracking System (ORBITS) and Position Information Control System (PICS) budget. Monitor the commission's budget and compare performance with plans. Prepare quarterly allotment plans.
20	R	E	Coordinate and review revenue/expenditure transactions.
15	R	E	Develops and maintains agency policies and procedures to document and communicate the fiscal operations. Manages agency personnel files and processes necessary personnel action notices. Compile data; develop spreadsheets, charts and reports to advise staff on the budget status, processes and procedures.
05	R	E	Other Duties – special projects requiring research and problem solving. Generally participate in the professional operation of the commission.
100%			

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

General office environment. Employee must have the ability to work with a high degree of independence as well as the ability to work in group settings. Employee may have to perform important projects under short time lines. Employee must have valid drivers license. Some overnight travel may be required to complete functions. Extended periods of deskwork restricting physical activity. Overtime will periodically be required due to programmatic, budgetary or other critical deadlines.

SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

- | | |
|---|---|
| • Generally Accepted Accounting Principles (GAAP) | Budget and Legislative Concept Instructions |
| • ORBITS/PICS User Manuals | Oregon Accounting Manual (OAM) |
| • Department of Justice Grant Financial Guide | Principles of governmental accounting |
| • OMB Circulars | SFMS Policies and Procedures Manual |
| • Oregon Revised Statutes (ORS) | State Controller's Division Policies |
| • Budget and Legislative Concept Instructions | ORBITS/PICS User Manuals |
| • Department of Justice Grant Financial Guide | OMB Circulars |
| • Department of Administrative Services Rules (OAR) | OCJC Program rules, guidelines, policies |

b. How are these guidelines used to perform the job?

These guidelines prescribe the actions that may be undertaken and set parameters within which the fiscal analyst must follow to ensure compliance with the long-term policies of the State and other regulatory entities.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often</u>
CJC Staff	Phone, In-person Letter, Fax, E-mail	Exchange Information provide technical advice.	As needed
Budget & Management Division	Phone, In-person Letter, Fax, E-mail	Budget Preparation seek technical advice	As needed
Legislative Fiscal Office	Phone, In-person Letter, Fax, E-mail	Budget Information	As needed
Other State Agencies	Phone, In-person Letter, Fax, E-mail	Exchange Information Technical advice & assistance	As needed
State Controller's Division	Phone, In-person Letter, Fax, E-Mail	Accounting Issues	As needed
Public	Phone, In person Letter, Fax, E-mail	Agency related questions	as needed
Federal government	Phone, In-person Letter, Fax, E-mail	Federal Grant Monitoring	As needed

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Analyze work-flow and prioritize workload; makes decisions regarding allowable expenditures. Coordinate with management staff in interpreting state and federal laws and regulations. Mistakes may result in financial liability to the commission and/or loss of federal funding.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification, title and position number.) How? How often? Purpose of the review?

Grant Program Leadworker - Weekly meetings to ensure policy direction of agency is being followed. Overall results-discuss problems and monitor agency position.

Executive Director - Monthly meetings to ensure policy direction of agency is being followed. Overall results- discuss problems and monitor agency position.

SECTION 9. SUPERVISORY DUTIES: TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? 0 Through Subordinate Supervisors? None

b. Which of the following supervisory/management activities does this job perform?

- () Plans Work
- () Assigns Work
- () Approves Work
- () Responds to Grievances
- () Disciplines/Rewards
- () Hires/Fires (or Effectively Recommends)
- (x) Provides Input for Performance Appraisals

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

This position requires good communication skills, ability to operate a personal computer, ability to work with diverse groups and individuals, good decision-making skills, the ability to prioritize workload and to work under demanding timelines.

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

Skill in oral and written communications with the ability to use current generation of personal computers with the flexibility to use and learn applications necessary to complete assigned tasks.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

SECTION 11. ORGANIZATIONAL CHART

See attached CJC Organizational Chart.

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date