



STATE OF OREGON POSITION DESCRIPTION

Position Revised
Date: 10/02/2025

Agency: Oregon Youth Authority

Facility/Operational Area: Central Office

☒ New

☐ Revised

This position is (Service Type):

☒ Classified (C)

☐ Unclassified (U)

☐ Executive Service (Z)

☐ Supervisory

☐ Non-Supervisory

☐ Management Service (X)

☐ Mgmt Svc - Supervisory (MMS)

☐ Mgmt Svc - Managerial (MMN)

☐ Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

a. Classification Title: Fiscal Analyst 2

b. Classification No: C1244

c. Effective (Established) Date: 10/20/2025

d. Position No: 162681

e. Working Title: Fiscal Analyst

f. Agency No: 41500

g. Section Title: Financial Services

h. Budget Auth No:

i. Employee Name:

j. Union Repr. Code: ☐ AFSCME (ACC)

☐ SEIU (OXNI)

k. Work Location (City/County): Salem / Marion

☒ SEIU (OAI)

l. Supervisor Name: Caitlin Hudson

m. Position: ☐ Permanent

☐ Seasonal

☒ Limited Duration

☐ Academic Year

☒ Full-Time

☐ Part-Time

☐ Intermittent

☐ Job Share

n. FLSA: ☒ Exempt

If Exempt: ☐ Executive

o. Eligible for Overtime: ☐ Yes

☐ Non-Exempt

☒ Professional

☒ No

☐ Administrative

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:

☐ Yes ☒ No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

☐ Yes ☒ No

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

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.**

Financial Services provides statewide financial, payroll, and contractual services. Four staff members in the budget section are responsible for analyzing fiscal status reports, budget development, and execution. Monitor and report on the \$391 million Total Funds to leadership and provide options for leadership decisions for Agency operations and strategic planning to ensure that program sections have appropriate funding and staff for program areas to achieve the Agency mission.

- 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 incumbent performs essential fiscal activities for the Agency. This position ensures that the services being provided in multiple program areas are supported by sufficient revenues. It performs budgeting and complex fiscal analysis of agency revenue and expenditures. Maintains and manages various and diverse complex databases and records for budget and reporting of financial data. Develops and modifies database programs to manage specialized budget information and reports. Incumbent provides data, reports, and other documents in support of agency functions to senior agency, legislative, executive, and

other governmental and non-governmental officials. Also, provides for routine and ongoing monitoring of agency functions and budget status. This position reconciles database files with the current accounting system. Identifies and documents potential fiscal problems. It also provides for specific ad-hoc analyses required to meet agency needs. The incumbent is expected to maintain a working knowledge of the total budget and programs for the Oregon Youth Authority. The incumbent will perform fiscal analysis of legislative concepts, legislative bills, and amendments as requested.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and 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 positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

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.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

% of Time	N/R/NC	E/NE	DUTIES
45%	NC	E	<p><u>Reporting, Forecasting, and Analysis:</u></p> <p>Create and provide financial reports that are useful and easy to use. This requires the use of PC software and the downloading of information from SFMS.</p> <p>Reports must meet all the financial reporting needs of the Agency/Program.</p> <p>Prepare monthly financial summaries (revenue and expenditure forecasts, caseload analysis, etc.) with narrative discussing financial highlights. Narratives will contain trend factors and assumptions and other pertinent information that will enable management to determine progress against business plans and budget.</p> <p>Actively interpret and review financial results with Program management. Utilize quantitative analysis techniques to evaluate ongoing Agency/Program operations and provide creative resource usage or process alternatives when appropriate. Identify possible financial problem areas in advance before these areas become significant problems.</p> <p>Identify, in a proactive manner, areas of business that would benefit from financial analysis. Conduct the analysis either alone or in partnership with other fiscal analyst, business services or programs.</p> <p>Formulates and advises labor relations management on confidential costing issues for OYA during contract negotiations and bargaining proposals. Recommends budgetary controls and internal review processes to assure fiscal integrity for assigned program areas.</p>

% of Time	N/R/NC	E/NE	DUTIES
25%	NC	E	<p><u>Budget and Planning:</u></p> <p>Orchestrate financial planning processes (e.g. budgeting, forecasting, rate setting). Work in a proactive manner with Agency management and staff, other agencies, and external stakeholders to develop biennial budget requests; OYA's Fiscal Status Review report; internal agency rebalancing activities; and Agency Emergency Board requests. Prepare fiscal impact estimates of proposed legislative bills. Provide pertinent and timely feedback to operating managers along with an interactive review process.</p> <p>Work with Agency Director and Program Managers to develop appropriate resource allocations to assigned operating programs. Recommend program changes or budget revisions based upon funding limitations as required.</p> <p>Create and provide budget development tools using PC software including data base software, (e.g. Filemaker, Access, Excel or Word) and download information from PPDP/PICS and SFMS.</p> <p>Prepare fiscal impact statements for legislative concepts and proposed legislation.</p>
15%	NC	E	<p><u>Process/Continuous Improvement:</u></p> <p>Monitor financial data to help ensure that it is recorded accurately to agency records.</p> <p>Recommend actions to Accounting, and Program management/ staff that will help ensure assets are utilized appropriately and use is consistent with business plan.</p> <p>Document Agency's major financial processes. Conduct and/or coordinate the analysis of existing and proposed financial processes for effectiveness, efficiency, conformity to established policies, and conformance to standards for good internal controls. Investigate alternatives and make recommendations to management on improvements.</p> <p>Reviews narrative and statistical information, both fiscal and program related gathered from computer runs, Clata books, federal and state publications, policies, rules and information from other agencies or OYA units. Prepares and presents recommendations for agency position for accuracy, reasonableness and significance of this data.</p>
10%	NC	E	<p><u>Managing:</u></p> <p>Communicate status of projects and understanding of Program business plans with Budget Manager. Cross train other Financial Coordinators with presentation of major financial processes in team meetings.</p> <p>Assist in the development of financial systems and reports that will result in the dissemination of pertinent financial information or improve overall understanding.</p> <p>Performs special studies and conducts analysis upon request to assist agency management in decision making.</p>
5%	R	E	Other duties and assigned by supervisor.
Ongoing	N	E	<u>Use the Equity Lens:</u>

% of Time	N/R/NC	E/NE	DUTIES
			Demonstrate commitment to understanding, identifying, and eliminating systemic barriers and processes that harm individuals, particularly marginalized people, in actions and communications. Utilize OYA's equity lens process for analyzing the impact of the design and implementation of projects, practices, and decision-making authority on under-served and marginalized people and groups of people. Upon determining who is impacted, include representatives from affected people in decision making.
100%			

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.

This position involves frequent contact with OYA Executive management and program area staff, financial and executive-level staff of subcontract organizations, Department of Administrative Services and Legislative officials; frequent interruptions; demanding timeframes, including overtime as needed and periodic instate travel, especially during budget development and legislative sessions.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

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 Revised Statutes (ORS)
Oregon Administrative Rules (OARs)
OYA Rules/Policies and Procedures
DAS Policies and Procedures
Oregon Accounting Manual (OAM)
Budget and Legislative Fiscal Office Instructions
ORBITS/PICS User's Manual
Department of Justice Model Rules
DAS State Procurement Office Rules and Policies

- b. How are these guidelines used?**

These guidelines are used to ensure conformity to law and policy, to provide uniformity and consistency in decision-making and compliance with legal requirements. These resources also provide important parameters for best business practices and help ensure safe and pleasant working conditions.

SECTION 6. WORK CONTACTS

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

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How On
Other agency staff: Management, Field, Accounting, Information Services, Personnel and Contracts Staff,	Phone, email, in-person, in writing	Discuss issues, findings, and budget status; provide technical assistance, consultation, and/or information.	Daily
DAS Budget Analyst, LFO Staff	Phone, email, in-person, in writing	Discuss issues, findings, and budget development during budget process; provide technical assistance, consultation, and/or information.	Frequently
Public and other State or Federal agencies	Phone, in-person	Usually to provide information in response to questions	Weekly/Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position frequently recommends, interprets and applies the guidelines (listed above) and fiscal information to decisions affecting the agency's budget and accounting systems. This position is expected to anticipate problems, identify issues for management, and make recommendations for preventive actions.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
PEMF CFO	0791030	In-person, remote	As necessary	Decisions revolve around determining the most effective ways of optimizing agency resources in order to maximize agency programs. Ensure assigned area budget(s) follows agency direction and is optimizing resources. Positions also are responsible to provide senior agency management with vital fiscal status information and support policy direction throughout the

Classification Title	Position Number	How	How Often	Purpose of Review
				development of the agency's biennial budget

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 and 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 requires the ability to understand, interrelate and assimilate complex bodies of knowledge relating to Agency financial management, accounting and budgeting. This person must have the ability to communicate complex information to agency managers as well as with DAS CFO and LFO staff. Ability to communicate effectively, both orally and in writing, to interpret data recommendds action and enhances the management process. The incumbent must have the ability to a ply independent judgment in solving problems while applying Department's policy direction.

Should possess experience in state budgeting and knowledge of state budget procedures. Must be able to use current generation personal computers with the flexibility to use and learn applications necessary to complete assigned tasks. Ability to work with diverse groups and individuals, good decision making skills, the ability to set priorities for workload and the ability to work with other people particularly during highly stressful conditions.,

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

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type

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