



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
12/29/2025

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ New ☒ Revised

This position is:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Administrative Specialist 1
- b. Classification No: C0107 c. Effective Date: 8/30/2013
- d. Position No: _____
- e. Working Title: Timekeeping Specialist
- f. Agency No: 44300
- g. Section Title: Central Time Keeping Office
- h. Employee Name: _____
- i. Work Location (City — County): Salem-Marion
- j. Supervisor Name: Amy Bonin
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☐ Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative
☒ Non-Exempt
- m. Eligible for Overtime: ☒ Yes ☐ No

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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution

or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Oregon State Hospital Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with partners and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

Under the direction of the Oregon Health Authority, the Oregon State Hospital (OSH) operates campuses in Salem, Junction City and Pendleton to provide patient-centered, psychiatric treatment for adults from throughout the state who need hospital-level care. The hospital's primary goal is to help people recover from their illness and return to the community. Services include psychiatric evaluation, diagnosis, and treatment, as well as community outreach and peer support.

Hospital-level care includes 24-hour, on-site nursing, psychiatric and other credentialed professional staff, treatment planning, pharmacy, laboratory, food and nutritional services, vocational and educational services. The hospital is accredited by The Joint Commission, an accreditation commission for health organizations.

The OSH Centralized Timekeeping Office, within the Business and Finance department under the CFO/COO, manages timekeeping and payroll integration for all OSH employees and contracted

staff. The Centralized Timekeeping Office is dedicated to providing timely, accurate and consistent pay coding and timekeeping, ensuring smooth payroll delivery in compliance with CBA, state policy, and applicable laws and rules.

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 primary purpose of this position is to ensure the accurate, consistent, and timely reconciliation of payable hours by monitoring, auditing, and transmitting employee time and attendance information between the Oregon State Hospital (OSH) Electronic Time Management System (ETMS) and the state payroll system.

Key functions include:

- **Monitoring and Auditing:** Regularly checking and auditing employee time records to ensure accuracy and compliance with policies, procedures, and collective bargaining agreements.
- **Transmitting Information:** Handling the transmission of time and attendance data between the ETMS and state payroll system.
- **Administrative Research and Analysis:** Conducting thorough research, analysis, and evaluation to interpret policies, procedures, rules, and collective bargaining agreements.
- **Resolving Discrepancies:** Identifying and resolving discrepancies in timekeeping records to produce accurate employee payroll.
- **Timekeeping Specialists** play a crucial role in maintaining the integrity of payroll information, ensuring that employees are compensated accurately and in accordance with various regulations.

SECTION 3. DESCRIPTION OF DUTIES

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.

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

% of Time	N/R/NC	E/NE	DUTIES
60%	NC	E	Time and Attendance Record Entry • Accurate Record Maintenance: Maintain precise timekeeping records for all OSH staff using multiple software systems and programs. • Independent Work: Operate independently and manage caseloads and multiple OSH and state payroll deadlines efficiently.

- **Error Identification and Correction:** Identify, audit, and correct scheduling and record entry errors, and report these errors to employee and management.
- **Signature Processing:** Request and process supervisor signatures on unapproved timesheets.
- **Timesheet Correction Processing:** Process closed month corrections in the state payroll system.
- **Entry Interpretation:** Interpret and manually adjust ETMS entries to accurately reflect employee time, ensuring the integrity of the information.
- **Inter-departmental Communication:** Interact with staff, OSH managers, and OHA payroll to collect and verify information, communicate deficiencies, and provide guidance on timekeeping issues.
- **Compliance Monitoring:** Monitor employee time for compliance with collective bargaining agreements and internal policies and procedures. Report findings to the appropriate sources.
- **Real-time Analysis:** Analyze and collaborate on real-time payable hour requests with agency partners to ensure accuracy of payable hours.
- **System Proficiency:** Maintain proficiency with the ETMS and state payroll system to provide accurate employee payable hours.
- **Issue De-escalation:** Address and de-escalate issues arising from staff concerns over time entry.

25%	NC	E	Research and Interpretation • Policy and Procedure: Provide clarification on current policies and procedures related to the ETMS. • Administrative Research: Perform research, analysis, and evaluation to interpret policy and collective bargaining agreements. • Time Coding for Protected Time: Interpret information and code time appropriately for employees on protected leave and Short-Term Disability, ensuring compliance with policies and
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			procedures. • Issue Resolution: Respond to inquiries from internal and external customers regarding questions or complaints, resolve identified issues, and collaborate on solutions. • Support for HR Investigations: Collaborate with Human Resources on confidential audits and investigations of employee time by providing reports, analyzing, and calculating hours and time.
10%	NC	E	Quality Improvement and Training • Repetitive Entries Identification: Identify repetitive entries and suggest/provide alternative resources such as trainings, management guidance, and/or HR involvement. • Issue Escalation: Identify and escalate technology related issues within the ETMS system (time and attendance and/or scheduling) to OSH Technology Services for resolution. • Performance Improvement Support: Provide feedback and recommendations on systems and processes to support overall performance improvement. • Compliance Issues Escalation: Escalate issues to OSH management related to unhandled employee exceptions, employees without an Approving Supervisor, pending leave requests, missed clockings, unapproved timecards and other compliance-related activities. • System Navigation Training: Provide system navigation training and ongoing support to management and employees to address basic ETMS process questions. • Support for Questions and Concerns: Assist management and employees by addressing questions/concerns, suggesting additional trainings, learning opportunities, and reference materials. • System Errors Reporting: Inform CTO Program Analyst(s) and management of system errors that require further testing or escalation to the Technology Services.

			These tasks help ensure continuous improvement and effective training, contributing to the overall efficiency and accuracy of timekeeping and payroll processes at OSH.
5%	NC	NE	Other Duties as Assigned- (Ongoing) Administrative functions as assigned, (Not an all-inclusive list) including emergency coverage for timekeeping, month-end duties, auditing, and additional program support.
Ongoing	NC	NE	Cultural Competency and Diversity • Treat consumers and co-workers with dignity and respect. • Demonstrate recognition and appreciation of individual and cultural differences. • Ensure service delivery is culturally competent and accessible to all consumers. • Understand how to access OSH Cultural Diversity Manager for questions or assistance. Core Values • OSH values compassion, integrity, respect, stewardship, solution-orientation, and simplicity.

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.

Remote Work Eligibility

- Remote Work: Most duties can be performed remotely. To be eligible for remote work, staff must have a home office that meets all applicable technology, security, and safety requirements, including protecting confidential information. Security measures may include locked file cabinets and desks, regular password maintenance, and other appropriate steps.
- Appropriate Environment: Remote workers must establish and maintain an appropriate work environment.
- Reporting to OSH: Remote workers may be required to report to OSH as determined by the manager to perform duties, receive training, or participate in meetings.
- Remote Work Percentage: This position may be eligible to work remotely up to 80% of the time.

Physical and Environmental Demands

- Team Office Setting: Typically works in a team office setting.
- Independent Work: Requires individual, self-paced work to maintain assigned caseload.

- **Computer and Telephone Use:** Extensive use of computers and state-issued cell phones, ergonomic sitting/standing for long periods, and minimal lifting daily.
- **Contact with Individuals:** Frequent contact with hostile, displeased, or confused employees, and/or external agency representatives.
- **Required Skills:** Mediation, active listening, adaptability, team orientation, and a solution-based mindset are required daily. Honesty, integrity, and willingness to take ownership are mandatory for all interactions.

On-Site Requirements

- **Client Care Areas:** May require in-person contact in client care areas where acuity levels may be high and patient behavior unpredictable.
- **Potential Exposure:** Potential for exposure to dangerous behaviors and infectious diseases.
- **Additional Challenges**
- **System and Office Issues:** Potential obstacles such as system failures, office vacancies, and long/short-term coverage needs.

Work Hours Flexibility: Work hours are subject to change with minimal notice due to rigid internal/external deadlines.

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:

DAS/OHA/OSH policies and procedures, Oregon administrative rules, Oregon BOLI rules and regulations, FLSA rules and regulations, Collective Bargaining Agreements, and FMLA, OFLA, SAIF policies and procedures, API System Training & Reference Guides and CTO process manual

b. How are these guidelines used?

This position interprets information within the ETMS and applies the various guidelines to accurately transmit information between the ETMS and the state payroll system. This position utilizes the above-named resources to ensure accurate time portrayal for staff payments, provide continued support to management and employees to address questions/concerns, suggest additional trainings, areas for learning opportunities and provide reference materials. Inaccuracies in decision making may lead to incorrect payment of salary and inconsistencies with employee compensation.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

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

Who Contacted	How	Purpose	How Often?
OSH Staff	Phone, email, Teams chat, in person	Conducting timekeeping duties, resolve ETMS exceptions, obtain	Daily

		appropriate documentation for leaves	
OSH Supervisors, Program Managers, Chief of Nursing, Deputy Chiefs of Nursing, Deputy Superintendent & Management Services	Phone, email, Teams chat, in person	Conducting timekeeping duties, resolve ETMS exceptions, report variances between badge scans and scheduled hours.	Daily
External Shared Services, OSPS & External Services Lead.	Phone, email, Teams chat, in person	Conducting timekeeping duties	Daily
Human Resource Senior Analysts, Human Resource absence partners & External Shared Services.	Phone, email, Teams chat, in person	Provide interpretation, explanation, and investigation of reported time	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

These responsibilities highlight the critical nature of decision-making in this role, emphasizing the need for precision and adherence to guidelines to maintain the integrity of the payroll system and support the hospital's operational goals.

Daily Audits

Auditing Employees' Time: Conduct daily audits of employees' time entries in the ETMS.

Identifying Inconsistencies: Identify inconsistencies in the ETMS due to system limitations or inaccurately entered information (e.g., leave requests, schedules, clockings).

Corrective Actions

Determining Course of Action: Decide on the appropriate corrective action for identified discrepancies, which may include:

Complex adjustments in the ETMS.

Discussions with employees regarding proper system usage.

Recommending remedial training.

Escalating issues to management for further action.

Payable Hours Determination

Appropriate Payable Hours: Determine appropriate payable hours to be used in the state system for various scenarios.

Prioritization and Teamwork

Prioritizing Duties: Prioritize various duties to meet strict payroll deadlines.

Team Collaboration: Work within a team setting while handling an individualized caseload to assist multiple programs and operational managers.

Direct Effects of Decisions

Impact on Payroll Accuracy: Imprecise timekeeping decisions can result in inaccurate payments to staff, leading to overpayment or underpayment.

Financial Risk and Hardship: Overpayment poses a financial risk to the hospital, while underpayment can cause hardship for staff.

Compliance: Ensuring accuracy and standard application is essential for compliance with state and federal rules, OSH policy and procedures as well as collective bargaining agreements.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

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

Classification Title	Position Number	How	How Often	Purpose of Review
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Business Operations Supervisor 2	000000029799	Observation, review of work, regular team huddles	Daily	Evaluation of work, direction, coaching, progress, completion of work
Program Analyst 1	000000042568 000000036020	Regular audit of completed time entry	Daily/As Needed	Evaluation of work to ensure accuracy and consistency, completion of work
CTO AS1 Lead	(as assigned)	Regular audit of completed time entry	Daily/As Needed	Evaluation of work to ensure accuracy and consistency, completion of work

SECTION 9. OVERSIGHT FUNCTIONS

- 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?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

- Multi-Screen Utilization: Utilize a multi-screen computer setup to simultaneously interpret, analyze, and audit multiple records to accurately portray payable hours.
- Analytical Skills: Ability to analyze, interpret, amend, and retrieve intricate details from the ETMS.
- Knowledge of Regulations: Thorough knowledge of payroll laws, payable hours, state/federal rules and regulations, and collective bargaining agreements related to time portrayal.
- Auditing and Accounting: Functional knowledge of auditing and accounting principles.
- Independent Work: Ability to work independently and prioritize tasks with frequent interruptions to meet critical state and ETMS deadlines.
- Interpersonal Skills: Strong interpersonal skills with the ability to mediate, negotiate, and compromise.

- Microsoft Office Proficiency: Skills in using Microsoft Office Suite, primarily MS Teams, Outlook, Excel, and Word.
- Critical Thinking: Ability to think critically, convey ideas, exchange constructive criticism, mediate, and actively listen.
- Logical Mindset: Logical mindset to trace and identify the source of discrepancies.
- Mathematical Skills: Exceptional mathematical and calculation skills, including the ability to perform mathematical computations using military time.
- Effective Communication: Ability to communicate effectively both verbally and in writing through various channels such as email, Teams chat, telephone, and written documents.
- Training and Facilitation: Ability to effectively explain, train, and facilitate both individually and in group settings.
- Attention to Detail: Attention to detail and proficiency in data entry is required.
- Teamwork: Ability to work on a team and support team members to meet critical deadlines.

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

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

Operating Area	Biennial Amount (\$00,000.00)	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