



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
01/23/2025

This position is:

X Classified

☐ Unclassified

☐ Executive Service

☐ Mgmt Svc – Supervisory

☐ Mgmt Svc – Managerial

☐ Mgmt Svc - Confidential

Agency: Oregon Housing & Community Services

Section: Fiscal Monitoring & Compliance

☐ New

☒ Revised

Workday ID: 126877

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 2

b. Classification No: C0861

c. Effective Date: 7/1/2021

d. Position No: 0001764

e. Working Title: Financial Compliance Monitor

f. Agency No: 91400

g. Section Title: Fiscal Monitoring &
Compliance

h. Budget Auth No: 1402603

i. Employee Name: _____

j. Repr. Code: OAS

k. Work Location (City – County): Salem – North Mall Office Building (hybrid)

l. Supervisor Name: Janis Short

m. Position: ☒ Permanent

☐ Seasonal

☐ Limited Duration

☐ Academic Year

☒ Full-Time

☐ Part-Time

☐ Intermittent

☐ Job Share

n. FLSA: ☐ Exempt
☒ Non-Exempt

If Exempt: ☐ Executive
☐ Professional
☐ Administrative

o. 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.

Oregon Housing & Community Services (OHCS) provides stable and affordable housing, and engages leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians. OHCS's vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

The Fiscal Monitoring & Compliance Section is in the Controller's Office. They deliver fiscal monitoring functions for all aspects of the agency. Key program areas of the agency rely on community partners serving low income Oregonians. Compliance is critical to this success to ensure resources reach low income Oregonians.

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 plan and perform virtual/remote and/or on-site financial compliance monitoring reviews of sub-recipients. This position is responsible for ensuring the Agency's federal pass-through grant program funds have been spent in accordance with the terms of grant agreements and applicable federal and state laws, rules and 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.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
75%	N	E	<p>On-site and remote Monitoring & Compliance</p> <p>Prepare written review plan to use while conducting on-site and remote reviews of sub-recipients financial operations in accordance with Federal and State regulations as well as Compliance Supplements.</p> <p>Evaluate sub-recipient's risk of noncompliance through assessment of organization financial records and management of financial controls.</p> <p>Plan and perform financial monitoring according to standards, develop procedures, assess agency risk and evaluate the means of safeguarding financial assets. Prepare monitoring reports that document and support the basis for conclusions.</p> <p>Identify sub-recipient operational strengths and weaknesses with federal and state guidance, policy, rules or procedures and recommend corrective actions. Recommend procedures for processing financial transactions and evaluate ongoing program operations on process changes.</p> <p>Monitor and evaluate financial data to verify accuracy of financial records and fiscal operations for effectiveness. Advise management on administering Federal, State, and other funds and advise program managers about funding concerns and recommend actions.</p> <p>Assists sub-recipients in establishing or modifying accounting systems, internal controls or procedures to achieve compliant systems & processes for federal and state grant/contract administration, cash management, federal financial reporting, allowable cost principles, and other administrative compliance requirements.</p> <p>Analyze financial data and apply governing statues, rules, policies and procedures to resolve compliance issues. Identify training needs and give training to gain compliance or improve program operations. Apply ORS/OARs, OAM, Federal Uniform Guidance, and rule to compliance situations.</p>

			<p>Conduct entrance and exit meetings with sub-recipient Directors, Fiscal Officers, and staff. Issue management decision for findings, concerns and recommendations, and follow-up to ensure that the sub-recipient takes timely and appropriate action on all deficiencies detected through audits, onsite or remote reviews, and other means.</p> <p>Work collaboratively with Housing Stabilization staff to ensure consistency in the application of program rules and regulations.</p>
25%	N	NE	<p>Training and Process Improvement</p> <p>Assist the Accounting section in completing the Single Audit Reviews as required under the Office of Management and Budget Uniform Guidance (2 CFR Part 200 subpart F). Assist in preparation of preliminary audit findings and recommendations for management review. Follows-up with subrecipient during onsite, off-site, or remote monitoring visit to ensure resolution of identified program compliance deficiencies.</p> <p>Trains Department staff in grant fiscal monitoring processes, procedures and policies.</p> <p>Streamline processes and monitoring where applicable with other Housing Stabilization monitoring staff.</p> <p>Maintain desk procedures for this position, and work with lead or management staff on updates as needed.</p> <p>Assist in facilitation of monthly Joint Monitoring Committee meeting with Housing Stabilization Division staff to discuss fiscal and program monitoring noncompliance with processes, procedures, and policies to ensure subrecipients are monitored equitably and consistently.</p>
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 qualifies for remote work. During on-site or remote reviews work area may vary in configuration at each sub-recipient location. Some locations may be cramped, poorly lit, intemperate, or have distractingly loud noises present. This position may require frequent travel on official State business. Should you choose to drive a motor vehicle you must have a valid driver license and an acceptable driving record. If not, you must have an alternate method of transportation. Travel may be by incumbent alone or with one or more other OHCS staff.. Remote monitoring of reviews as appropriate, using software tools such as Skype, Zoom or MS Teams.

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.

- 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (effective December 26, 2014)
- Federal Cash Management Act of 1990
- Single Audit Act of 1984 / Single Audit Act Amendments of 1996
- Housing Stabilization Division Master Grant Agreements between the Department and sub-grantees
- OHCS OAR’s, ORS, and Program Manuals
- Generally Accepted Accounting Principles
- Pronouncements of the Governmental Accounting Standards and Financial Accounting Standards Boards
- Generally Accepted Auditing Standards
- Generally Accepted Government Auditing Standards
- Oregon Accounting Manual
- Compliance Auditor Desk Procedures
- OHCS Department Policies and Procedures.

b. How are these guidelines used?

This position uses the above mentioned laws, rules and regulations to perform professional-level reviews to determine whether the sub-recipients are in compliance with the various federal and state rules and regulations governing the federal and state grant programs. It also determines whether the existing internal controls, policies, and procedures of the sub-recipient ensure accuracy and integrity in the accounting information as well as compliance with applicable regulations.

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
Sub-recipient Directors/Fiscal Staff	Phone, in person, and e-mail	Conduct fiscal compliance reviews	Daily
Federal Agency Staff	Phone and email	Resolve problems noted, receive advice and interpretations	As needed
Independent CPA’s of sub-recipients	Phone and email	Obtain/provide clarifications and financial data treatment information	As needed
DAS – Statewide Accounting & Reporting Section	Phone and email	Obtain/provide information and clarification	As needed
Secretary of State Audits Division	Phone and e-mail	Resolve problems as noted; receive advice and interpretations	As needed
Agency staff	Phone, in person, and e-mail	Obtain/provide information and clarification	Daily as needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position must exercise a great deal of independent judgment in dealing with the various sub-recipients and federal agency staff. This position deals directly with these agencies and has the Department's authority to require corrective actions by sub-recipients where it determines necessary. This is a very

sensitive position since it critiques sub-recipient processes and records as an action of evaluating records and procedures. This position independently reviews and analyzes complex financial and organizational structure information to make determinations about sub-recipient records for accuracy and reliability, as well as their compliance with intricate federal and state rules and regulations. Inadequate monitoring of sub-recipients may result in the agency losing state and federal funding.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Compliance Regulatory Manager 1	0001935	Written performance review; quality control review	Monthly, Quarterly, and Annual, as needed	Performance evaluation and to provide feedback. Ensure accurate and timely completion of monitoring reports.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____
- How many employees are supervised through a subordinate supervisor? _____
- 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 individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with agency personnel and with appropriate external partners; identify and resolve problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

Additional Position-Related Information:

- Proficiency in research, analysis, and reconciliation
- Strong analytical and comprehension skills
- Effective communication of complex information

- *Strong attention to detail*
- *Exceptional organization skills and ability to manage multiple portfolios*
- *Knowledge of accounting and finance industry*
- *Capable of leading meetings and being resolution focused*
- *Ability to conduct presentations in person or virtually*
- *Proficiency in Microsoft Teams, Word, and Excel*
- *Time management skills and ability to schedule multiple meetings efficiently*
- *Ability to work autonomously and independently*
- *Maintain up to date knowledge of relevant regulations and guidelines*
- *Adaptable and ability to prioritize tasks as needed*
- *Review and analyze a variety of legal contracts and regulations to ensure compliance with grant requirements*
- *Evaluate complex financial policies and data to determine their alignment with contract stipulations and regulations*
- *Proactive and self-motivated with a commitment to continuous learning and improvement*

This position must pass a criminal records and driver license check. The individual shall have and maintain an acceptable driving record. Driving records will be reviewed by Human Resources on an annual basis.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		
None	None	None

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