

Role Code: 19032
Role Title: Financial Services Specialist II
Working Title: LIDS Analyst Senior
Agency: 157 Compensation Board
LOC: 760 Richmond (City)
SOC: 13-2010
Position: 00035

Band: 5
Open To: General Public
Hiring Range: \$40,959 - \$54,000
Application: State Form 10-12 Required

Human Resources Contact Information:

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Application Closing Date: April 4, 2008

The Compensation Board is seeking an experienced individual to monitor and analyze information in the Local Inmate Data System (LIDS). Incumbent will work closely with Local and Regional jail personnel to resolve inmate-reporting issues. Advises management on trends found in Local and Regional Jails and analyzes impacts of potential legislative changes as it relates to inmates housed in local and regional jails. Assists in the analysis of LIDS information used to forecast the local responsible and state responsible inmate populations as serves as back-up on the Technical Forecasting Committee. Provides technical and end-user training on LIDS as needed and prepares annual LIDS Users Guide and monthly LIDS Newsletters.

Qualifications: In-depth knowledge of policies and procedures used in Local and Regional Jails. Working knowledge of principles and practices of trend analysis and economics. Demonstrated abilities in communicating effectively with both senior management and Local and Regional Jail personnel. Demonstrated ability in resolving end-user problems. Skills in discrepancy identification and problem solving. Fluency in Excel, Access highly desired. Degree with major studies in public or business administration or related curriculum with concentration in economics or criminal justice is preferred. A Criminal History background check will be conducted.



Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

EMPLOYEE WORK PROFILE
WORK DESCRIPTION/PERFORMANCE PLAN

PART I – Position Identification Information	
1. Position Number: 00035	2. Agency Name & Code; Division/Department: Compensation Board #00157
3. Location Code and Work Location Code: #760 - Richmond	4. Occupational Family & Career Group: Administrative Services – Adm. & Program Support
5. Role Title & Code: Financial Services Specialist II – 19032	6. Pay Band: 5
7. Work Title: LIDS Analyst Senior	8. SOC Title & Code: Accountants and Auditors – 13-2010
9. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Mgr. Employees Supervised: Does employee supervise 2 or more FTE employees? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	10. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable)
11. Supervisor's Position Number: 00026	12. Supervisor's Role Title & Code: Information Technology Manager I - 39115
13. EEO Code: B	14. Date: November 1, 2007 – October 31, 2008

PART II – Work Description & Performance Plan
15. Organizational Objective: The mission of the Compensation Board is to determine a reasonable budget, the participation of the Commonwealth toward the total cost of office operations for Constitutional Officers, and to assist those Officers and their staff through automation, training and other means, to improve efficiencies and to enhance the level of services provided to the citizens of Virginia.
16. Purpose of Position: Monitors and analyzes information in the Local Inmate Data System (LIDS). Works closely with Local and Regional jails to resolve inmate-reporting issues. Advises management on trends for inmates in Local and Regional Jails and analyzes impacts of potential legislative changes as it relates to inmates housed in Local and Regional jails. Determines budget needs for the Jail Per Diem program based upon forecasting data. Assists in the analysis of LIDS information used to forecast the Local Responsible and State Responsible inmate populations and serves as back-up on the Technical Forecasting Committee. Provides information on Out of Compliance inmates housed in Local and Regional Jails to management. Provides technical and end user training on LIDS as needed and prepares annual LIDS Users Guide.

17. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): In depth knowledge of policies and procedures used in Local and Regional Jails and LIDS. Working knowledge or principle and practices of trend analyses and economics. Demonstrated abilities in communicating effectively with both senior management and Local and Regional Jail personnel. Demonstrated ability in resolving end-user problems. Skills in discrepancy identification and problem solving. Fluency in PC based accounting/spreadsheet and database software.

18. Education, Experience, Licensure, Certification required for entry into position: Graduation from a college or university with major studies in public or business administration, or related curriculum with concentration in economics or criminal justice or an equivalent combination of training and experience.

19. Core Responsibilities	20. Measures for Core Responsibilities
<p>A. Performance Management (for employees who supervise others)</p>	<p>Examples of Measures for Performance Management:</p> <ul style="list-style-type: none"> • Expectations are clear, well communicated, and relate to the goals and objectives of the department or unit; • Staff receive frequent, constructive feedback, including internal evaluations as appropriate; • Staff have the necessary knowledge, skills, and abilities to accomplish goals; • The requirements of the performance planning and evaluation system are met and evaluations are completed by established deadlines with proper documentation; • Performance issues are addressed and documented as they occur. • Safety issues are reviewed and communicated to assure a safe and healthy workplace.
<p>B. Monitors and analyzes data in the Local Inmate Data System (LIDS). Inquires into resolving potential problems in LIDS. Advises management of potential problems concerning LIDS. Answers questions concerning LIDS.</p>	<p>Monitors and analyzes data in LIDS and if a potential problem arises notifies the agency's CIO within one working date of the unresolved problem. Answers questions concerning LIDS within one working day of the inquiry.</p>
<p>C. Reviews and analyzes local and regional jail inmate population data in LIDS to identify trends and assists in population forecasting. Assists in determining budget needs for the Jail Per Diem program based upon forecasting data. Coordinates with the Department of Criminal Justice Services, Department of Planning and Budget, Department of Corrections, Local and Regional Jails and other agencies and groups as needed for effective data analyses and to assist as needed.</p>	<p>Provides monthly analyses of jail inmate population data and comparison with budgeted funds. Produces reports as required detailing operations at local and regional jail facilities and in other agencies as they impact jail populations, their forecasting and budgetary impacts. Effectively communicates and interacts with other agencies and groups as necessary.</p>
<p>D. Monitors reporting of LIDS information by local and regional jails and advises management on those facilities not reporting information in a timely manner. Submits LIDS status reports to management that reflect local facilities that have not certified and approved their monthly submission to LIDS and why. Advises CIO of any LIDS Technicians who are out of compliance in training requirements.</p>	<p>Advises management of those local and regional jails not reporting inmate data to LIDS in a timely manner. Submits a LIDS status report to management reflecting local facilities that have not certified and approved their monthly submission to LIDS by the 12th working date of each month.</p>

<p>E. Develops monthly LIDS newsletters.</p>	<p>Develops LIDS newsletters for the CB website posted by the 1st of each month.</p>
<p>F. Certifies payment of per diem amounts to localities based upon approved jails reports of inmate populations. Review and analyze ADP changes found on a quarterly basis.</p>	<p>Certify per diem payments quarterly. Provide management with a report detailing ADP changes and per diem burn rates.</p>
<p>G. Maintains LIDS Users Guide and training materials and provides end-user training as needed.</p>	<p>Maintains an updated local user and vendor contact lists. Keeps the LIDS Users Guide up to date and prepares training materials. Conducts LIDS training on a monthly basis as needed.</p>
<p>H. Provide trend analysis information used by the Technical Forecasting Committee and provides impacts on proposed legislation. Monitors Forecast Accuracy reports and advises management of potential impacts to per diem funding.</p>	<p>Develops and analyses trend data to determine impacts of potential legislation. Monitors forecast accuracy on a monthly basis.</p>
<p>I. Develops agendas and minutes for LIDS Advisory Committee meetings.</p>	<p>Develops Agenda by 1st of the month in which meetings are held. Develops Minutes from the previous meeting and once approved by the LAC forwards to CIO for placement on the CB website.</p>
<p>J. Maintains access database that tracks LIDS Advisory Committee meeting attendance.</p>	<p>Update LIDS Advisory Committee meeting attendance database by the 5th business date after the LAC meeting.</p>
<p>K. Maintains effective working relationships with all co-workers, Constitutional Officers and the public. Treats all co-workers with respect. Shows initiative in solving problems and suggesting improvements in work procedures or activities. Offers assistance to co-workers during peak work periods. Responds to requests for information in a timely and professional manner. Demonstrates knowledge of all CB policies as they relate to program areas. Maintains professional</p>	<p>Maintains effective working relationships with co-workers, Constitutional Officers and the public on a daily basis by achieving a 87% or greater level of satisfaction in services for FY08/FY09.</p>

<p>decorum when dealing with disgruntled callers. Performs other duties as assigned.</p>	