**C O T T O N W O O D, I N C O R P O R A T E D**

**JOB DESCRIPTION**

Revised: 8/18

**DEPARTMENT:** Work Services **JOB TITLE:** Data Assurance Manager

**JOB SUMMARY:** This position is concerned with helping to assure the Agency that the data collected and time studies used in determining consumer pay and in figuring bids are accurate and in compliance with Department of Labor standards and regulations. The Data Assurance Manager performs time studies on sub-contract work, hourly assessments, and jobs in the community and assists in preparing bid information. The Data Assurance Manager reviews and corrects consumer time cards and consumer payroll.

**QUALIFICATIONS:** A production-related work experience, proficient in Microsoft Office (specifically Excel & Access), and general database management. Must be proficient at data entry, detail-oriented and have excellent math skills. Must be well-organized, self-directed, and motivated and must be able to perform moderate physical labor. Prefer experience working with individuals with developmental disabilities. Preferred knowledge of FLSA section 14c as it applies to time studies. Must be able to pass all required background checks and drug screen. Must have valid driver’s license and driving record must be acceptable to Cottonwood’s insurance carrier.

**SUPERVISION RECEIVED:** Data Assurance Coordinator   
**SUPERVISION GIVEN:** None

**THIS POSITION IS:** Non-Exempt

**JOB RESPONSIBILITIES:**

\*1. Perform and document time study information. Prepare and file bid information. Assure Agency that all contracts are bid properly, accurately, and in compliance with Department of Labor standards and regulations.

\*2. Help with implementing hourly rated assessments.

\*3. Assist with maintaining job codes for new jobs, existing jobs, and changes in jobs.

\*4. Enter data for processing of consumer payroll including:

a) Performing weekly audits of the consumer payroll database to assure accuracy and completeness.

b) Assist and/or process the monthly consumer payroll to assure that it is accurate and complete.

c) Establish and maintain various records and schedules as assigned including but not limited to weekly schedules, temporary worker spreadsheets, Source America hours and consumer paycheck stubs.

\*5. Assist with documenting, entering, updating, printing, and distributing reports as needed:

1. Vacation and sick leave hours used and hours available - monthly.
2. Earnings summaries - When requested. These include: gross pay summary, consumer average hourly wage, average hourly wage per contract, gross & productive total wages, and material handling hourly rates.
3. Cost analysis of current customer’s jobs.
4. Consumer alphabetical list, numerical worker list, and staff number list.
5. Listing of job codes.
6. Earnings history on individual workers as requested.

\*6. Assist with the survey of area businesses annually to arrive at prevailing industrial wage to be used in determining base hourly and piece rates.

7. Assist with the development/changing/updating forms and reports as needed.

8. Assist with the “setting up”, “jigging”, and “quality assurance” of new jobs.

9. Be involved with the auditing of our federal contract.

\*10. May be asked to serve on various Agency committees.

\*11. Assure compliance with Cottonwood policies and procedures. Exemplify and promote safety, proper behavior, and productive work habits in all phases of job and interactions with workers, staff, customers, and the public.

\*12. Develop ***caring relationships*** with each individual you work with using ***lavish praise*** and positive reinforcement.

\*13. Demonstrate the **five and fifty rule**—greeting everyone when they are within five feet and smiling when they are within fifty feet.

\*14. Maintain positive professional working relationship with consumers, co-workers, supervisors, staff members, parents, and community representatives. Present positive, fair, and accurate image of the organization to the public.

\*15. Collaborate and problem-solve with other interdepartmental staff in a professional manner. Promote team participation and negotiation and follow through with assigned responsibilities.

\*16. Communicate accurately, professionally, and appropriately.

\*17. Work within prescribed schedule and complete responsibilities in a timely manner. Assure that absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers. Accurately record hours worked on time sheet.

\*18. Attend in-services as required to maintain competency in position and attend departmental meetings when requested.

\*19. This position will perform other duties within the guidelines of this job description as assigned by the supervisor.

Employee: Date:\_\_\_\_\_\_

Data Assurance Coordinator: Date:\_\_\_\_\_\_

Work Services Director: Date:\_\_\_\_\_\_

Administrator of Services: Date:\_\_\_\_\_\_

**Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Agency's successful achievement of its mission.**

\*Essential Functions

**C O T T O N W O O D , I N C O R P O R A T E D**

**PERFORMANCE PLANNING AND EVALUATION**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARMENT:** Work Services **JOB TITLE:** Data Assurance Manager

**PROCEDURE:**

1. A performance planning and evaluation conference will be scheduled between the employee and supervisor. This will be done at least annually and at any time when there is a need to add additional responsibilities or change current responsibilities.

2. During the conference: a) The employee's job description will be reviewed. b) The current job responsibilities will be discussed and reviewed. c) The employee's performance outcomes will be reviewed, the rating will be discussed, and additional comments or suggestions noted. d) The employee's strengths and any suggested improvements will be discussed. e) Changes in responsibilities and/or new responsibilities to be added for the next performance period will be planned. Any additional goals will also be discussed and documented.

**P E R F O R M A N C E E V A L U A T I O N**

LEVELS OF ACHIEVEMENT

3 – Exemplary 2 – Good Work 1 – Needs Improvement

**Scores of “1” & “3” require a comment**

**PERFORMANCE OUTCOMES RATING**

\*1. Perform and document time study information. Prepare and file bid information. Assure Agency that all contracts are bid properly, accurately, and in compliance with Department of Labor standards and regulations.

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\*2. Help with implementing hourly rated assessments.

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\*3. Assist with maintaining job codes for new jobs, existing jobs, and changes in jobs.

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\*4. Enter data for processing of consumer payroll including:

a) Performing weekly audits of the consumer payroll database to assure accuracy and

completeness.

\_\_\_ \_\_\_\_\_\_\_

b) Assist and/or process the monthly consumer payroll to assure that it is accurate

and complete.

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c) Establish and maintain various records and schedules as assigned including but not

limited to weekly schedules, temporary worker spreadsheets, Source America hours and

consumer paycheck stubs.

\_\_\_\_\_\_\_\_\_\_

\*5. Assist with documenting, entering, updating, printing, and distributing reports as needed:

a) Vacation and sick leave hours used and hours available - monthly.

\_\_

b) Earnings summaries - When requested. These include: gross pay summary, consumer

average hourly wage, average hourly wage per contract, gross & productive total

wages, and material handling hourly rates.

\_\_

c) Cost analysis of current customer’s jobs.

\_\_

d) Consumer alphabetical list, numerical worker list, and staff number list.

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e) Listing of job codes.

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f) Earnings history on individual workers as requested

\_\_

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wage to be used in determining base hourly and piece rates.

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7. Assist with the development/changing/updating forms and reports as needed.

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safety, proper behavior, and productive work habits in all phases of job and interactions

with workers, staff, customers, and the public.

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and accurate image of the organization to the public.

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\*15. Collaborate and problem-solve with other interdepartmental staff in a professional manner.

Promote team participation and negotiation and follow through with assigned responsibilities.

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\*16. Communicate accurately, professionally, and appropriately.

\_\_

\*17. Work within prescribed schedule and complete responsibilities in a timely manner. Assure

that absences do not adversely affect the timely completion of responsibilities and unduly

burden co-workers. Accurately record hours worked on time sheet.

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\*18. Attend in-services as required to maintain competency in position and attend departmental

meetings when requested.

\_\_

\*19. This position will perform other duties within the guidelines of this job description as

assigned by the supervisor.

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**TOTAL NUMERICAL SCORE: \_\_\_\_\_\_\_**

**AVERAGE SCORE\_\_\_\_\_\_\_\_\_**

**Total added score divided by number of outcomes**

**PERCENT SALARY INCREASE:** \_\_\_\_\_\_\_\_\_

**PLANNING OUTCOME**

**PRINCIPAL STRENGTHS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUGGESTED IMPROVEMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PROGRESS MADE ON LAST YEAR’S GOAL(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**GOAL(S) FOR THE COMING YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUPERVISOR'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EMPLOYEE'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGED RESPONSIBILITIES:**

**ADDED:**

**DELETED:**

**ADDITIONAL GOALS:**

**Training expiring in next 12 months:**

Mandt Date Expiring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medication Administration Date Expiring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CPR Date Expiring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Aid Date Expiring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you received any traffic citations in the past year? \_\_\_\_\_\_\_\_\_\_\_If answer is “yes”, please explain:

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Proof of current personal auto insurance attached:\_\_\_\_\_

Reviewed Bloodborne Pathogens:\_\_\_\_\_

Reviewed Driver Safety:\_\_\_\_\_

Reviewed Consumer Confidentiality:\_\_\_\_\_

Corporate Compliance Policy Reviewed:\_\_\_\_\_

Harassment Policy Reviewed:\_\_\_\_\_\_

Convert sick time for pay?\_\_\_\_\_\_\_

Employees may choose to convert up to 6 days of sick leave for up to 3 days’ pay, provided this leaves at least 20 accumulated sick leave days. A PAR must be completed and the original sent to HR.

Do you need to update any of your “Emergency Contact” information? \_\_\_\_\_

Employee: Date:\_\_\_\_\_\_

Data Assurance Coordinator: Date:\_\_\_\_\_\_

Work Services Director: Date:\_\_\_\_\_\_

Administrator of Services: Date:\_\_\_\_\_\_

Revised: 8/14

**Cottonwood, Inc. Code of Ethical Conduct**

This Code of Ethics embodies certain standards of conduct for Cottonwood, Inc. including staff members and boards of trustees as the work of the organization is carried out daily. In abiding by this code, it is understood that staff and board members view his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.



**T** I shall promote inclusion and equitable **TREATMENT** for all people.



**H** I shall be **HONEST** in all communication and marketing endeavors internally and externally.



**U** I shall do my **UTMOST** to inform and advocate for the individuals served.



**M** I shall provide **MISSION** based supports and services with integrity, compassion, and respect for all individual differences and choices as a member of a well trained, competent and diverse staff.



**B** I shall adhere to professional **BOUNDARIES, act with integrity** and promote excellence for all staff.



**S** I shall serve as a responsible **STEWARD** for public and private funds, committed to the highest standards of conduct in all business and fiscal relationships.



**U** I shall **UNITE** with individuals to promote choice, inclusion, growth and development.



**P** I shall respect the **PRIVACY** and confidentiality of persons served.

These concepts are woven throughout Cottonwood’s policies, job descriptions, corporate compliance plan, marketing, fiscal management, strategic planning, staff training, board orientation and performance reviews. They should be evident in all interactions with individuals served, co-workers, families, funders, and the public.

I am aware and will uphold the NISH Community Rehabilitation Program Ethical Standards, as listed on the back of this page.

If I become aware of any possible violations of the Code of Ethical Conduct, I should discuss it with my immediate supervisor, the Director of Human Resources, (785/840-1627) or another member of the Management Team.

I understand that violation of the Code of Ethical Conduct may be grounds for disciplinary action, up to and including termination.

Signature Date

Revised: 03/31/2009

NISH COMMUNITY REHABILITATION PROGRAM ETHICAL STANDARDS

The Ethical Standards developed by the NISH Board of Directors present standards of conduct expected of NISH Affiliated Community Rehabilitation Programs. Whether a NISH Affiliate organization has an AbilityOne project or desires to participate in the AbilityOne program, these Standards represent essential qualities of conduct.

The Standards are:

1. We will treat people with disabilities with respect and put their aspirations and dignity first in the design and day to day operation of our organizations.
2. We will obey the law and regulations of the jurisdictions and authorities under which we operate, including Worker’s Compensation, OSHA, and the Department of Labor.
3. We affirm that we are duly organized, validly existing, and in good standing under the laws of the jurisdictions, and have all the power and government authorizations necessary to own and operate our assets and carry on our business.
4. We will assure that our employees and our governing body avoids conflicts of interest.
5. We will maintain a governance structure that promotes public confidence.
6. We affirm that neither our organization, nor officers or directors are presently prohibited from participation in transactions by any federal agency, or have been indicted or convicted of or had a civil judgment for commission of fraud, or other criminal offense in regard to performing a public contract.
7. We will qualify people with severe disabilities accurately and in good faith with AbilityOne Program regulations.
8. We will affirm current compliance and agree to continued compliance with all laws and regulations applicable to federal government contractors, as well as all laws and regulations pertaining to participation in the AbilityOne Program.
9. We will file accurate and timely reports, including Committee for Purchase Annual Report 404 and IRS 990.