**Job Action Sheets**

**Finance/Administration Section**

**General Overview of the Finance/Admin. Section**

The main role for the Finance/AdministrationSection is to track man-hours, maintain financial records, monitor contract & mutual aid agreements, track compensation claims, and account for all expenditures.

* The role of the Finance/Administration section cannot be over-emphasized. Municipalities who can track expenses stand a far greater chance of being compensated with federal emergency dollars following the event.
* Portions or all of the Finance Administration Section functions can be accomplished “off-site” by the Municipality’s Emergency Operations Center (EOC) if adequate communications & oversight are present. This is a management decision between the EOC and the POD manager.

**There are 4 Main Units in the Finance/Administration Section**

**Time Unit Compensation/Claims Unit**

Tracks Personnel Man-hours Tracks Claims, Compensations

**Procurement Unit Cost Unit**

Purchases Collects Financial Records

Contracts & Mutual Aid Management



**POD Organizational Chart Showing All Identified Positions**

(Select Only Those Positions You Feel You Will Need - Expand & Contract Positions As Necessary)



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**Finance/Administration Section Chief**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Finance Administration Section

**Person You Report To:** POD Manager

**Persons Reporting to You:** Time Unit Leader Compensation/Claims Unit Leader

Procurement Unit Leader Cost Unit Leader

**Job Description:**

* To manage & oversee the overall Financial/Administrative functions of the POD.
* To ensure accurate collection and reporting of mass clinic documents & records
* To coordinate with the EOC to ensure that the POD has the purchasing power to complete it’s mission.

**Key services your section provides include:**

Purchasing & Procurement authorization for the POD,

Tracking of personnel man-hours of the POD staff,

**Recommended Qualifications:** ICS 100, 200 (recommended) knowledge of the POD plan, organizational skills and financial management experience.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review Job Action Sheets for yourself and those reporting to you.

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Attend briefing.

􀂉 Conduct briefing for those reporting to you.

􀂉 Report to your assigned clinic area for observation before beginning duties as needed.

**Finance/Administration Section Chief – *(Cont.)***

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 At initial briefing, ensure that all Unit Leaders understand their responsibilities.

􀂉 Coordinate with county/state EOC for finance information, cost information & purchasing authority.

􀂉 Ensure that it is established in your section who has “purchasing authority” and the steps needed to exercise that authority.

􀂉 Ensure that the Time Unit Leader is coordinating with the Volunteer Coordination Team Leader (Logistics) to keep track of workforce volunteer personnel and the number of man-hours expended.

􀂉 Ensure that the Procurement Unit Leader is tracking purchases, contracts & rental agreements, and referring documentations to the Cost Unit Leader.

􀂉 Ensure that the Compensation/Claims Unit is tracking potential claims, or compensations.

􀂉 Ensure that the Cost Unit Leader collects financial records & retains receipts on expenditures.

􀂉 Ensure accuracy of documents in compliance with the proper jurisdictions and/or EOC policies.

􀂉 Ensure security of documents and records.

􀂉 Ensure all documents and reports are complete for the section and submitted appropriately prior to demobilization.

􀂉 Collect all completed Job Action Sheets, Unit Logs and General Messages within your section.

􀂉 Ensure scheduled breaks and relief for all unit staff.

􀂉 Review and confirm staffing levels for next day or next shift.

􀂉 Provide routine progress and/or status reports to POD Manager.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by the person you report to.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Finance/Administration Section Chief – *(Cont.)***

**Feedback/Comments:**

**Time Unit Leader**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Finance/Administration

**Person You Report To:** Finance/Administration Section Chief

**Persons Reporting to You:** Time Tracking Staff

**Job Description:** To supervise the daily tracking of the time records for POD Workforce personnel.

**Recommended Qualifications:** Computer skills helpful, can supervise small staff tracking time records.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your subordinates

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Coordinate with the Volunteer Coordination Team Leader (Logistics) and receive from them the list of workforce volunteer personnel and the number of man-hours expended.

􀂉 Document each member of the workforce by name, position, date worked, and man-hours they completed. (This includes all staff and volunteers)

􀂉 Maintain security of all documents and records.

􀂉 Ensure that all records are current and complete prior to demobilization.

􀂉 Release reports to Finance and Administration Chief as requested.

􀂉 Ensure adequate rest breaks are provided for yourself & your staff.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**Time Unit Leader - *(Cont.)***

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Time Tracking Staff**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Finance/Administration

**Person You Report To:** Time Unit Leader

**Job Description:** To maintain the daily tracking of the time records for POD Workforce personnel.

**Recommended Qualifications:** Computer skills helpful, can track time records.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your subordinates

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Coordinate with the Time Unit Leader to receive the list of workforce volunteer personnel and the number of man-hours expended.

􀂉 Document each member of the workforce by name, position, date worked, and man-hours they completed. (This includes all staff and volunteers)

􀂉 Maintain security of all documents and records.

􀂉 Ensure that all records are current and complete prior to demobilization.

􀂉 Prepare reports as requested.

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**Time Tracking Staff - *(Cont.)***

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Procurement Unit Leader**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Finance/Administration

**Person You Report To:** Finance/Administration Section Chief

**Persons Reporting to You:** Procurement Contract Staff

**Job Description:** To manage all financial matters pertaining to vendor contracts, leases and fiscal agreements, establish local resources for equipment and supplies, manage all equipment rental agreements, process rental and supply billing invoices.

**Recommended Qualifications:** Purchasing Officer experience helpful, can supervise a small staff.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your subordinates

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Authorize procurement of resources.

􀂉 Ensure that it is established in your section who has “purchasing authority” and the steps needed to exercise that authority.

􀂉 Ensure that the all purchases, contracts, mutual aid agreements, rental agreements, and other purchase related items are properly tracked and that all receipts or documents are forwarded to the Cost Unit Leader.

􀂉 Coordinate cost data in contracts with Cost Unit Leader.

**Procurement Unit Leader - *(Cont.)***

􀂉 Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:

* Contracts and agreements with supply vendors.
* Resource logs.
* Agency specific records and summaries.
* Unit log/status report compilation.

􀂉 Ensure adequate rest breaks are provided for yourself & your staff.

􀂉 Maintain security of documents and records.

􀂉 Ensure that all records are current and complete prior to demobilization.

􀂉 Provide routine progress and/or status reports to Finance and Administration Chief.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Procurement Contract Staff**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Finance/Administration

**Person You Report To:** Procurement Unit Leader

**Job Description:** To assist the Procurement Leader with financial matters pertaining to vendor contracts, leases and fiscal agreements, establish local resources for equipment and supplies, manage all equipment rental agreements, process rental and supply billing invoices.

**Recommended Qualifications:** Purchasing experience helpful, computer skills.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your subordinates

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Ensure that it is established in your section who has “purchasing authority” and the steps needed to exercise that authority.

􀂉 Ensure that the all purchases, contracts, mutual aid agreements, rental agreements, and other purchase related items are properly tracked and that all receipts or documents are forwarded to the Cost Unit Leader.

􀂉 Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:

* Contracts and agreements with supply vendors.
* Resource logs.
* Agency specific records and summaries.
* Unit log/status report compilation.

**Procurement Contract Staff - *(Cont.)***

􀂉 Ensure adequate rest breaks are provided for yourself.

􀂉 Maintain security of documents and records.

􀂉 Ensure that all records are current and complete prior to demobilization.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Compensation/Claims Unit Leader**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Finance/Administration

**Person You Report To:** Finance/Administration Section Chief

**Persons Reporting to You:** Compensation/Claims Staff

**Job Description:** To manage a staff that will complete all forms required by Workers Compensation and local agencies, maintain a file of injuries and illnesses associated with the POD, investigate all claims involving property associated with POD activities.

**Recommended Qualifications:** Legal or knowledge of Workman’s Compensation claims, supervise small staff.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your subordinates

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Review with your staff any POD Policies & procedure concerning Compensation claims or accident investigations.

􀂉 Establish contact with the Safety Officer for coordination of accident investigation reports.

􀂉 Ensure that a Accident /Incident investigation form is filled out for all illnesses or accidents that occur in relationship to POD activities.

􀂉 Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:

* Accident investigation reports.
* Agency specific records and summaries.
* Unit log/status report compilation.

**Compensation/Claims Unit Leader - *(Cont.)***

􀂉 Maintain security of documents and records.

􀂉 Ensure that all records are current and complete prior to demobilization.

􀂉 Release reports to Finance and Administration Chief as requested.

􀂉 Provide routine progress and/or status reports to Finance and Administration Chief.

􀂉 Ensure adequate rest breaks are provided for yourself & your staff.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Compensation/Claims Staff**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Finance/Administration

**Person You Report To:** Compensation/Claims Unit leader

**Job Description:** To complete all forms required by Workers Compensation and local agencies, maintain a file of injuries and illnesses associated with the POD, investigate all claims involving property associated with POD activities.

**Recommended Qualifications:** Legal or knowledge of Workman’s Compensation claims.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your subordinates.

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Review with your supervisor any POD Policies & procedure concerning Compensation claims or accident investigations.

􀂉 Ensure that a Accident /Incident investigation form is filled out for all illnesses or accidents that occur in relationship to POD activities.

􀂉 Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned. This may include:

* Accident investigation reports.
* Agency specific records and summaries.
* Unit log/status report compilation.

**Compensation/Claims Staff - *(Cont.)***

􀂉 Maintain security of documents and records.

􀂉 Ensure that all records are current and complete prior to demobilization.

􀂉 Release reports to Finance and Administration Chief as requested.

􀂉 Ensure adequate rest breaks are provided for yourself.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Cost Unit Leader**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Finance/Administration

**Person You Report To:** Finance/Administration Section Chief

**Persons Reporting to You:** Cost Unit Staff

**Job Description:** To manage all incident cost analysis, identify workforce & equipment requiring payment, record all cost data, prepare estimates of clinic costs, and secure all financial records.

**Recommended Qualifications:** Financial background, computer skills, supervises small staff.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your subordinates.

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Obtain briefing from Finance/Administration Section Chief.

􀂉 Review with your staff the duties they can be expected to perform.

􀂉 Thoroughly review all financial regulations concerning eligible expenses and

documentation required by all federal, state, local, and other agencies.

􀂉 Ensure that all receipts for financial transactions are received by your unit for processing, documentation and safe-keeping.

**Cost Unit Leader - *(Cont.)***

􀂉 Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:

* Cost summaries or spreadsheets.
* Agency specific records and summaries.
* Unit log/status report compilation.

􀂉 Maintain security of documents and records.

􀂉 Ensure adequate rest breaks are provided for yourself & your staff.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Cost Unit Staff**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Finance/Administration

**Person You Report To:** Cost Unit Leader

**Job Description:** To provide all incident cost analysis, identify workforce & equipment requiring payment, record all cost data, prepare estimates of clinic costs, and secure all financial records.

**Recommended Qualifications:** Financial background, computer skills.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review Job Action Sheet.

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Obtain briefing from Finance/Administration Section Chief.

􀂉 Review with your staff the duties they can be expected to perform.

􀂉 Thoroughly review all financial regulations concerning eligible expenses and

documentation required by all federal, state, local, and other agencies.

􀂉 Ensure that all receipts for financial transactions are received by your unit for processing, documentation and safe-keeping.

**Cost Unit Staff - *(Cont.)***

􀂉 Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:

* Cost summaries or spreadsheets.
* Agency specific records and summaries.
* Unit log/status report compilation.

􀂉 Maintain security of documents and records.

􀂉 Ensure adequate rest breaks are provided for yourself & your staff.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**