



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/20/20

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Department of Education

Facility: Veteran's Building

New Revised

SECTION 1. POSITION INFORMATION

Form with fields a-j: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Eligible for Overtime.

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.

The Early Learning Division (ELD) is a division of the Oregon Department of Education. Its mission is to support all of Oregon's young children and families to learn and thrive.

The ELD is responsible for oversight of a statewide early care and education service delivery system. This work includes administration of state and federal early care and education programs.

As Oregon's child care agency, the ELD is also responsible for the design and implementation of the state's child care work. This includes the licensing program, professional development, and quality improvement (Spark).

state's child care plan pursuant to the federal Child Care and Development Fund (CCDF). Staff members are located in a central office in Salem and in field offices in various parts of the state.

**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 purpose of the Child Care Labor Liaison is to maintain communication with AFSCME and SEIU representatives of the child care workforce and ensure that the unions and their members are fully informed of policy changes. The Child Care Labor Liaison will also work with AFSCME and SEIU to gather input and feedback on proposed policy changes from their representatives and their members, including coordinating and facilitating meetings. The Labor Liaison will coordinate work with the unions across the Early Learning Division, and with the ELD's partners in Oregon Department of Human Services Self-Sufficiency Program. The Child Care Labor Liaison will serve as a member of the Early Learning Division's Policy, Legislative and Research Team and will work in close coordination with the Early Learning Division's Child Care Development Fund Co-Administrator, and communications and outreach focused staff.

**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
50%	N	E	<p><b>Communications with Child Care Labor Partners</b></p> <ul style="list-style-type: none"> <li>• Ensure that AFSCME and SEIU receive timely, complete and informative updates of policy changes impact their members.</li> <li>• Ensure that AFSCME and SEIU receive, timely, complete and informative updates on opportunities, such as Emergency Child Care grants that impact their members.</li> <li>• Maintain regular communications with child care labor representatives</li> <li>• Organize and facilitate Quarterly meetings with AFSCME and SEIU</li> <li>• Receive, track, and respond to grievances submitted to ELD from AFSCME and SEIU Organize, coordinate and facilitate input sessions with child care labor partners</li> <li>• Document input from feedback session with child care labor partners</li> <li>• Identify for ELD leadership issues, problems or opportunities from input sessions.</li> <li>• Organize, coordinate and facilitate input sessions with child care labor partners on CCDF State Plan</li> <li>• Participate in the Collective Bargaining Process with AFSCME and SEIU</li> </ul>
30%	N	E	<p><b>Coordination of Child Care Labor relations across Early Learning Division</b></p>

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

			<ul style="list-style-type: none"> <li>Track on-going communications and work with child care labor representatives from across the Early Learning Division</li> <li>Identify and facilitate work across the ELD teams (primarily Office of Child Care, Community System Team and programs team) to ensure internal alignment and coordination and effective engagement with child care labor partners on all ELD work that impacts child care providers</li> <li>Ensure ELD is meeting all of the requirements in the Collective Bargaining Agreements with AFSCME and SEIU</li> <li>Coordinate with ELD staff to address any filed grievances by AFSCME and SEIU</li> <li>Identify and communicate with ELD staff problems, issues or opportunities that have been identified by child care labor partners</li> <li>Work with ELD staff to identify agenda items for Quarterly meetings with AFSCME and SEIU</li> <li>Track deliverables from collective bargaining agreements</li> <li>Coordinate with ELD Communications Team review of communications materials for child care providers with SEIU and AFSCME</li> </ul>
15%	N	E	<p><b>Coordination with cross-agency partners on child care labor relations</b></p> <ul style="list-style-type: none"> <li>Coordinate communications between ODHS-SSP, ELD and child care labor representatives</li> <li>Identify and communicate with ODHS-SSP team problems, issues or opportunities that have been identified by child care labor partners</li> <li>Coordinate joint meeting with ODHS-SSP, ELD and child care labor partners</li> <li>Coordinate with ODHS-SSP on identifying agenda items for quarterly meetings with AFSCME and SEIU</li> <li>Coordinate and facilitate joint work between ODHS-SSP and ELD to address problems, issues or opportunities that have been identified by child care labor partners</li> </ul>
5%	R		Other Duties as Assigned
At all times	R	E	<p><b><u>Commitment to Equity</u></b></p> <p>In addition to the cultivation of equitable practices across all aspects of the position description</p> <ul style="list-style-type: none"> <li>Learn and apply knowledge and skills to interrupt systemic oppression.</li> <li>Participate and engage in efforts to further Early Learning Division-wide efforts to develop and implement the Equity goals and priorities</li> <li>Have knowledge of and apply tools, such as the Equity Lens, Culturally Responsive Community Engagement tool, etc., to all work to ensure the shared vision and mission of the Early Learning Division is clearly articulated in all work produced.</li> </ul>

All of the time	R		Consistently treat customers, stakeholders, partners, vendors, and co-workers with dignity and respect. Create and maintain a work environment that is welcoming and respectful of diversity. Set clear guidelines and model expected professional behaviors.
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**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.**

Required travel to various offices and sites throughout the state and in the field, some of which is overnight. Use of computer and telephones; constant prioritization between competing demands; contact with hostile, frustrated people.

**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.**

Federal statutes and regulations, Oregon Revised Statutes and Oregon Administrative Rules for the Office of Child Care, Collective Bargaining Agreements, Oregon State Police criminal record evaluations, and Child Protective Services. Child Care Unit guidelines, policies, and procedures.

- Oregon Equity Lens
- Early Learning Council policies and procedures
- Oregon State and Federal Civil Rights Laws and Regulations
- Department of Education policies and procedures
- Caring for Our Children, Best Practice Guidelines for Child Care Licensing

**b. How are these guidelines used?**

These policies, guidelines, and rules guide the work.

**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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"</i>			
Central Office	Phone/person/e-mail	Coordination and consultation	Weekly
Field Offices	Phone/person/e-mail	Coordination and consultation	Weekly
Child Care Providers	Phone/person/e-mail	Questions and concerns	Weekly
Child Care Partners	Phone/person/e-mail	Coordination and consultation	Weekly
DHS/LEA	Phone/person/e-mail	Coordination and consultation	Monthly
Other regulatory agencies	Phone/person/e-mail	Coordination and consultation	Weekly

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**SECTION 7. POSITION RELATED DECISION MAKING**

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

**SECTION 8. REVIEW OF WORK**

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

				As necessary

**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:

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Proficient in Microsoft Office Suite, including Excel and Access. Familiarity with using data systems

As a condition of employment, the individual in this position will be subject to both Child Protective Services and Criminal History checks, including FBI fingerprinting, and will be required to be enrolled in the Central Background Registry. Adverse background data may be grounds for immediate disqualification.

**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 curser at end of a row (outside table) and hit "Enter".

### 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