



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
5/13/2020

Agency: Oregon Department of Education

Division: Early Learning – Office of Child Care

☒ New ☐ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>OPA-2</u>		b. Classification <u>C0871</u>
c. Effective Date: <u>2/11/2020</u>		d. Position No: _____
e. Working Title: <u>Child Care Systems Analyst</u>		f. Agency No: <u>58100</u>
g. Section Title: <u>Office of Child Care</u>		h. Budget Auth No: <u>_____</u>
i. Employee Name: _____		j. Repr. Code: <u>OAS</u>
k. Work Location (City – County): <u>Salem - Marion</u>		
l. Supervisor Name (Optional): <u>Angela Rodrigez</u>		
m. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.**

The mission of the Early Learning Division (ELD) is to support all of Oregon's young children and families to learn and thrive. ELD values equity, dedication, integrity, and collective wisdom making a positive impact to benefit Oregon's children and families.

The ELD is responsible for oversight of a statewide early care and education service delivery system. The Office of Child Care (OCC) is the largest working group within the ELD, and is responsible for the design and implementation of the state's child care regulatory system, focusing on safe, quality, and accessible child care. This includes the licensing program, compliance, enforcement, professional and technical assistance. OCC has licensing and regulatory oversight of approximately 1000 Certified Child Care Centers, 600 Certified Family Child Care homes and 3000 Registered Family Child Care homes. Approximately 50,000 individuals are actively enrolled in the Central Background Registry. OCC also has responsibilities included in the development and implementation of the 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 around the state.

The Early Learning Council, a Governor-appointed public board, is the policy-making body for the ELD, which is a division of the Oregon Department of Education.

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:

Provide policy and operations analysis and recommendations to OCC particularly in the assessment of database needs and how current or updated systems do/will work to improve health, safety, and quality of care for children in child care. Work closely with other OCC policy experts and OCC leaders to develop systems that incorporate tools for OCC staff to more effectively perform their duties, and for providers to more easily and effectively comply with requirements for safe and quality care. Facilitate provider compliance with OCC requirements for inspection and monitoring, health and safety, training and professional development of the child care workforce by building and maintaining systems that serve both OCC and provider needs. Recognize and balance multiple goals and objectives that sometimes compete or even seemingly conflict. Communicate research, analysis, and recommendations in writing and verbally. Work with a team to wrestle with difficult issues and reach resolution.

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.

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

% of Time	N/R/NC	E/NE	DUTIES
20%	N	E	Policy Analysis and Legislative Coordination <ul style="list-style-type: none"> Analyze statutes, rules, and guidelines – both existing and potential changes - to develop recommendations regarding database and other systems that serve OCC staff and child care providers. Assess how those systems succeed in furthering the mission, values, and goals of OCC and ELD. Evaluate legislation for programmatic and fiscal impact especially as it impacts databases and other systems. Help plan needed changes in operations and procedures. Represent the Division and OCC in work groups, with other state agencies, with providers, parents, and other child care stakeholders. Produce documents and deliver verbal presentations that effectively communicate analysis and recommendations to achieve optimum outcomes for children.
55%	N	E	Operational Research and Evaluation <ul style="list-style-type: none"> Analyze processes – both existing and potential changes - to develop recommendations regarding database and other systems that serve OCC staff and child care providers. Assess how they succeed in furthering the mission, values, and goals of OCC and ELD, and how they can be improved.

			<ul style="list-style-type: none"> • Work with Quality Assurance (QA) team and the business to identify data needs, and to collect and analyze data. Effectively use data to identify areas for database and systems improvement that serve both OCC staff and child care providers. Working with those teams, improve completeness and accuracy of data collection. • Expert user of the primary Office of Child Care databases (including current CCRIS system; MS Access builds). Develop and maintain database manuals / guides. Provide training. Act as resource to staff for data entry related questions. Improve the completeness and accuracy of data collection. • Comply and analyze data entry and database user reporting issues to identify consistent issues that need to be addressed. • Using data, observe and analyze changing service needs and service delivery and resource requirements to assure that practices and services are responsive and timely. • Develop solutions while maintaining focus on safe, quality, and accessible child care for Oregon's families. • Facilitate provider compliance with OCC licensing standards, requirements for inspection and monitoring, health and safety, and training by developing data collection and reports to demonstrate training, technical assistance, and other needs of providers. • Respond to concerns or inquiries from child care providers, the child care workforce, and the public.
20%	N	E	Project Management <ul style="list-style-type: none"> • Manage projects including, scoping requirements, stakeholder engagement, contractor management, deliverable acceptance and implementation. • Recommend changes to project plan in response to unforeseen changes or unexpected results. Obtain approvals to proposed changes in project scope, quality, budget, or schedule. • Coordinate project activities within other units of ELD and other state agencies.
5%	NC	E	Other Duties as assigned or requested.
At all times	NC	E	Commitment to Equity Cultivate equitable practices across all aspects of your position description. Learn and apply knowledge of cultural differences related to child care, and encourage that perspective with all staff. Create and maintain a work environment that is welcoming and respectful of diversity.
At all times	NC	E	Positive Workplace Contributor Through actions and words, demonstrate integrity, work ethic, and empathy to positively influence team members. Consistently treat customers, stakeholders, and co-workers with dignity and respect.

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.

Standard office environment, with occasional travel including overnight. Work often involves short timelines, firm deadlines, the need to deal with multiple and conflicting priorities. Protection of sensitive or confidential information. Need for open communication and good working relationships among internal staff and external stakeholders, who can have different or competing objectives including within each group. Work independently and as a member of teams. Work groups or public presentations can involve providers or parents who are passionate, upset, or angry.

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 (Child Care and Development Block Grant Act [CCDBG] 42 USC 9858 as amended) and regulations (45 CFR 98 & 99); Oregon Revised Statutes (ORS Chapter 329A and Oregon Administrative Procedures Act); Oregon Administrative Rules for the Office of Child Care (OAR Chapter 414). Oregon's CCDF plan implementing the CCDBG. Multiple manuals and desk procedures.

- b. How are these guidelines used?**

Set standards for licensing and regulation of child care facilities and providers (including health and safety, training), entry/denial/removal from the Central Background Registry, provider training and professional development, quality standards and methods for improvement for providers and facilities.

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?
ELD (non-OCC) Staff	Phone/In person/Writing	Share information / provide technical assistance	Weekly
OCC Staff	Phone/In person/Writing	Determine compliance	Daily
General Public	Phone/In person/Writing	Share information	Weekly
Child care providers, registry applicants and enrollees	Phone/In person/Writing	Provide/share information	Weekly
Other state agencies	Phone/In person/Writing	Coordination, determine compliance	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made on research details (what, how); what recommendations to give to staff regarding child care licensing and enforcement, whether to admit/deny/remove people or facilities from the CBR; what topics to expend resource analyzing. Decisions made in this position affect the safety and well-being of children in child care, and the quality and accessibility of care. Decisions also impact the Office of Child Care compliance with federal and state laws.

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 cursor at end of a row (outside table) and hit "Enter".				
OPA-4, QA Manager	2115073	Observation, in person, document review, input from internal and external customers and annual review.	Daily (as needed)/ Weekly/formally every 6 months	Input/Feedback/

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Plan work | <input checked="" 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 checked="" 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 must exercise independent judgment and decision making in the absence of clearly defined policy, guidelines or regulation.

The individual must be able to communicate clearly and effectively both verbally and in writing, and manage a high level of competing demands. This position requires strategic thinking, planning, and execution, as well as the ability to work cooperatively with those that have competing interests.

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

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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date

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