



**STATE OF OREGON
POSITION DESCRIPTION**

Position Date:
January 19, 2022

This position is:

Agency: Oregon Department of Education

Division: Office of the Director/Child Nutrition Programs

☒ New ☐ Revised

- ☐ Classified
☐ Unclassified
☐ executive service
☒ Mgmt Svc - Supervisory
☐ Mgmt Svc - Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Principal Executive Manager D b. Classification No: X7006
c. Effective Date: February 11, 2022 d. Position No: NEW LD
e. Working Title: USDA Foods and Procurement f. Agency No: 58100
Manager
g. Section Title: Child Nutrition Programs h. Budget Authorization No:
i. Employee Name: j. Representation MMS
Code:
k. Work Location (City-County): Salem, Marion County
l. Supervisor Name (optional): Dustin Melton, Director – Child Nutrition Programs

- m. Position: ☐ Permanent ☐ Seasonal ☒ Limited duration ☐ Academic
☒ Full Time ☐ Part Time ☐ Intermittent ☐ Job Share
n. FLSA: ☒ Exempt If Exempt: ☐ Executive ☐ Professional ☒ Administrative
☐ Non-Exempt
o. Eligible for Overtime: ☐ Yes ☒ 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.

This position is in the Child Nutrition Programs (CNP) section of the Oregon Department of Education's (ODE) Office of Student Services. CNP provides state-level administration for United States Department of Agriculture Food and Nutrition Service (USDA FNS) Child Nutrition Programs, including National School Lunch and School Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, Special Milk Program and USDA Foods. State-funded programs include Farm to School and School Gardens, expansion grants, and state meal subsidies for federal Child Nutrition Programs. CNP administers approximately \$400 million in state and federal meal reimbursement and grants each biennium. Child Nutrition Programs are operated by about 500 eligible local organizations statewide.

The agency mission is: The Oregon Department of Education fosters equity and excellence for every learner through collaborations with educators, partners, and communities. The agency values are: Integrity, Accountability, Excellence, Equity

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:

- Direct, supervise and administer the USDA Foods Program by directing the procurement, processing, storage and distribution of upwards of \$19,000,000 in foods to schools, residential and nonresidential childcare institutions and other organizations participating in the National School Lunch Program, Child and Adult Care Food Program and the Summer Food Service Program.
- Supervise CNP Program Procurement of all Child Nutrition Programs, including, but not limited to, managing Program Procurement reviews, CNP Program Procurement coordination, CNP Program Procurement Consultation and CNP Procurement technical training.

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) functions.

% of time	N/R/NC	E/NE	DUTIES
55%	N	E	Program Management for USDA Foods <ul style="list-style-type: none"> • <u>USDA Foods</u> <ul style="list-style-type: none"> ○ Coordinates, evaluates, and recommends policy guidelines and priorities for USDA Foods in Oregon ○ Manages the USDA Foods Entitlement and Food Distribution process for over 300 Program sponsors ○ Establishes criteria for successful entitlement utilization and monitors school district participation and reports on progress ○ Develops and monitors state level contracts of USDA Foods storage and distribution ○ Coordinates, evaluates and recommends policy guidelines and priorities ○ Evaluates and recommends strategies to achieve statewide goals for USDA Foods and procurement ○ Recommends policy concepts to address USDA Foods and procurement requirements ○ Responds to state and federal requests for information ○ Develops recommendations for agency heads and policy makers regarding policies to improve use of USDA Foods, distribution systems and procurement processes. Supports planning and implementation of adopted policy strategies ○ Presents on behalf of ODE USDA Foods when working with USDA and stakeholders to develop and implement needed systems at the local, State and National levels ○ Develops and maintains relationships with CNP sponsors and various food system stakeholders: ODE, Food Distribution Advisory Council, Oregon Department of

			<p>Administrative Services, Food processors, distributors, Food Brokers, USDA, and US Department of Defense.</p> <ul style="list-style-type: none"> ○ Promotes and communicates USDA Foods policy priorities and their implementation related to nutrition. ○ Establish program priorities and strategies as a result of needs identified through assessing and evaluating information and data from recipient agencies, Food Distribution Advisory Council, Child Nutrition Program (CNP) staff, Federal/ State requirements, and analyzing trends to provide the most cost-effective system possible ○ Manages federal website in allocation of USDA Foods to Program sponsors ○ Coordinates with other CNP managers on Program collaboration ○ Negotiates and makes decisions on USDA Foods contracts with processors, vendors and state warehouse ○ Manages state warehouse contract ○ Manages USDA Foods Advisory Council ○ Manages the participation of USDA federal Management Evaluations (ME) for USDA Foods, including responding to USDA inquiries and ME findings and corrective action items
20%	N	E	<p>Program Management of CNP Program Procurement</p> <ul style="list-style-type: none"> ● CNP Program Procurement <ul style="list-style-type: none"> ○ Supervises and coordinates all aspects of CNP Program Procurement ○ Manages the oversight of Program procurement reviews ○ Manages the consultation and technical training and technical assistance of Program procurement ○ Coordinates, evaluates, and recommends policy guidelines and priorities for CNP Procurement in Oregon ○ Promotes and communicates Procurement policy priorities and their implementation ○ Develops recommendations for agency heads and policy makers regarding policies to improve use of CNP Procurement and supports planning and implementation of adopted policy strategies ○ Manages the participation of USDA federal Management Evaluations (ME) for CNP procurement, including responding to USDA inquiries and ME findings and corrective action items
20%	N	E	<p>Supervisory</p> <ul style="list-style-type: none"> ● Provide direct supervision to USDA Foods and Procurement teams <ul style="list-style-type: none"> ○ Directs and assigns work to subordinate staff ○ Monitors employee performance ○ Conducts employee selection process to fill vacancies and makes hiring decisions ○ Prepares performance appraisals and recommends personnel actions in consultation with CNP Director

			<ul style="list-style-type: none"> ○ Provides onboarding for new employees. This includes orientation to program unit procedures, manuals and CNP knowledge ○ Develops work procedures and written instructions for work assignments ○ Develops work expectations for subordinates and monitors completion of expectations ○ Supports the individual professional development needs of staff ○ Conducts staff meetings ○ Develops goals for and with staff ○ Listens to and responds to grievances
5%	N	E	Other duties as assigned.
At all times	N	E	<p>Commitment to Equity</p> <p>In addition to the cultivation of equitable practices across all aspects of your position description, also:</p> <ul style="list-style-type: none"> • Learns and applies knowledge and skills to interrupt systemic oppression • Consistently treats sponsors, stakeholders, partners, vendors, the public and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Sets clear guidelines and models expected professional behaviors.

100 %

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.

In all instances, consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Models expected professional behaviors.

Typical office environment. Multiple Program deadlines create competing responsibilities and short project timelines requiring highly developed organizational and priority-setting skills. Position requires ability to handle multiple tasks and responsibilities simultaneously while maintaining quality service and output for each project. Must be able to work with a diverse staff having varied work-styles and unique professional goals.

Some travel in and out-of-state that may include weekends or extended working hours. Must have a valid driver's license and a satisfactory driving record or provide an acceptable alternate method of transportation. Must be available for occasional work sessions, trainings, or meetings on weekends and/or evenings. Maintain multiple process timelines and meet varied due dates. Communicate with a variety of audiences.

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 Regulations 7 CFR 210, 215, 220, 225, 226, 227, 240, 245 and 250; 2 CFR 200
- USDA FCS Instructions, policy memos, guidance and directives
- Public Laws P.L. 103-448, P.L. 104-149, and P.L. 104-193
- ORS 326.051 (2)(b), ORS 327.520, ORS 327.525, OAR 581-51-100, OAR 581-51-200, OAR 581-51-400 and OAR 581-22-720
- ODE-CNP developed policies and procedures
- CNPweb
- WBSCM

b. How are these guidelines used?

These rules dictate state and federal program compliance requirements, as well as federal purchasing requirements, of USDA Child Nutrition Programs. Must be familiar with the laws, rules and regulations to stay within the legal requirements of state and federal government. This position is responsible for using existing statutes, identifying and developing internal guidelines, procedures and protocols which are consistent with federal and state laws relating to the programs already in place and any future program expansion.

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?

Agency director, leadership team, CNP and ODE staff, Public and private school district personnel; public and private non-profit sponsoring personnel and boards; state, local and federal agencies; national, state and local commissions and lay and professional groups; legislators; legal counsel, auditors; contractors; personnel from business; child nutrition personnel from other states; parents, students and other program participants; state and national advocates	Person-to-person telephone, e-mail, fax, mail, reports, group and individual meetings, as trainer, presenter, member of project team(s)	Management and evaluation of child nutrition programs and nutrition education activities. Program and policy development, collaboration, investigation, research, complaint resolution, training, reporting, data analysis, media response.	Daily, as requested
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SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions and high-level problem solving includes development and implementation of state law and policies and federal law, regulations and policies affecting children and families.

Typical decisions are made regarding:

- management of the USDA Foods Program and CNP Program Procurement to maintain compliance with State/Federal statutes and regulations.
- cost effective use of funds to maintain a financially sound USDA Foods Program
- program compliance with state and federal child nutrition laws and regulations
- state agency policy development and procedures
- program eligibility
- budget and expenses
- statistical analysis and reporting
- personnel action

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Exec/Manager F	#095	Informal basis with a written formal performance appraisal	Quarterly	Review is needed to make certain program goals are being met and compliance is made with federal regulations and state laws.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 3
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 checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

Position requires: excellent verbal and written communication and listening skills; excellent research and analytical skills; skills in performing technical and support functions; skills in planning and managing projects; and skills in coordinating diverse activities to ensure completion of projects, tasks, and assignments; experience in oral presentations; working knowledge of presentation software; evidence of facilitation and collaboration skills; ability to establish effective relationships with administrators, parents, community organizations, institutions or higher education and colleagues; ability to be assertive and act with tact when faced with non-compliance issues; ability to demonstrate a leadership role as part of the collaborative team effort. This position also requires knowledge of federal USDA/FNS Program and state regulations, procedures and policies, and CNPweb.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial amount (\$00000.00)	Fund type
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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

Krista J. Campbell

2.3.2022

Appointing Authority Signature

Date