STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: _____

This position is:
- ☒ Classified PA4
- ☐ Unclassified
  - ☐ Executive Service
- ☐ Mgmt. Svc – Supervisory
- ☐ Mgmt. Svc – Managerial
- ☐ Mgmt. Svc - Confidential

Agency: Department of Early Learning and Care

Facility: Early Learning Programs Unit

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 4 **b.** Classification No: C0863

c. Working Title: Preschool Promise Program Specialist **d.** PPDB No/WD ID: 0006015

e. Section Title: Program Analyst 4 **f.** Agency No: 58800

g. Employee Name: _____ **h.** Budget Auth No: _____

i. Supervisor Name: Kelsey Culbertson **j.** Repr. Code: _____

k. Work Location (City – County): Salem, Marion County

l. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year
☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

m. FLSA: ☒ Exempt ☐ Non-Exempt

If Exempt: ☐ Executive/Supervisory ☒ Administrative ☐ Professional ☐ Computer

n. 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.

The Department of Early Learning and Care (DELC) is a new Oregon state agency that supports the development and well-being of all Oregon children and ensures families in every corner of the state have access to high-quality early learning and care. DELC also supports child care professionals by providing technical assistance, professional development opportunities, business services, licensing, grants and other resources. DELC was created by the Oregon Legislature in 2021 to unify and strengthen Oregon's early learning system. On July 1, 2023, DELC was established, bringing together the Oregon Early Learning Division (from the Department of Educa□on) and the Employment Related Day Care (ERDC) program (from the Department of Human Services).

The mission of the Oregon Department of Early Learning and Care (DELC) is to foster coordinated, culturally appropriate and family-centered services that recognize and respect the needs of all children,

families and early learning and care professionals. Our vision is that children, families, early care and education professionals and communities are supported and empowered to thrive.

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 primary purpose of this position is to lead the day to day operations of the Preschool Promise program, including program design, systems development, contract administration, compliance supports, and continuous improvement.

The position serves as the Program Lead for Preschool Promise**,** responsible for operational decision making, program guidance, development of biennial program goals and work plans, and leading the PSP team in the interpretation and implementation of statutes, rules, and policies.

The position reports to the Early Learning and Child Care Administration Manager**,** who provides supervisory oversight, strategic direction, and approval of program goals and work plans.

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
45	R	E	**Program Operations and Administration** • Lead day to day programmatic decision making and operations for Preschool Promise. • Develop proposed biennial programmatic goals, priorities, and work plans for approval by the Early Learning and Child Care Administration Manager. • Lead the development, implementation, and maintenance of PSP program policies, procedures, operational guidance, and systems for ongoing monitoring. • Interpret statutes, rules, and policies guiding PSP implementation; provide historical and contextual expertise to ensure consistent and aligned decision making. • Serve as the primary point of contact for program and policy inquiries from internal staff, partners, providers, and contractors. • Coordinate PSP timelines, deliverables, project plans, and communication pathways to ensure operational cohesion across the team. • Elevate complex operational issues, cross program impacts, or matters requiring supervisory authority to the Administration Manager. • Lead and model the integration of DELC's equity frameworks in program operations, decision making, and provider supports. • Participate in division wide equity efforts, including implementation of equity tools and culturally responsive engagement practices. • Support onboarding and mentoring for PSP team members as needed. • Lead and facilitate internal meetings with other offices

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

			• Lead development and implementation of request for application and other solicitations necessary to program administration • Advisees DELC leadership on program implementation and resource allocation • Perform other duties as assigned.
25	R	E	**Program Compliance, Monitoring, and Quality Assurance** • Oversee development and implementation of monitoring tools, procedures, and systems that ensure grantee compliance with statutes, rules, and contract requirements. • Guide team members in monitoring and technical assistance activities; ensure consistent decision making and alignment with agency expectations. • Analyze monitoring results to inform program improvements, systems adjustments, and provider supports. • Support operational alignment with other early learning programs including ERDC, Baby Promise, OPK, and cross unit initiatives. • Review and elevate complaints, grievances, or compliance concerns requiring strategic or supervisory input to the Administration Manager.
15	R	E	**Data, Budget, Contract, and Systems Support** • Support development of PSP program budgets, reporting tools, and data collection systems. • Coordinate with fiscal staff to monitor contract implementation needs, budget impacts, and program resource allocation. • Analyze programmatic data to identify trends, operational challenges, and needed improvements. • Ensure that program decisions reflect DELC's equity commitments, including equitable distribution of resources, culturally responsive engagement, and data informed practices. • Develop recommendations for policy and program modifications to administrative, regulatory, systems, and programmatic changes to improve Preschool Promise.
15	R	E	**Collaboration, Cross-Team Coordination, and Stakeholder Engagement** • Participate in cross-program committees and workgroups to support alignment across PDAO programs, including ERDC, Baby Promise, and OPK. • Coordinate with community partners, Early Learning Hubs, culturally specific organizations, and other state agencies to support program implementation and continuous improvement. • Communicate program expectations, guidance, timelines, and updates to internal and external partners. • Represent the PSP program in meetings, presentations, and collaborative work.
AT ALL TIMES	NC	E	**AT ALL TIMES - Commitment to Equity** **Equity Lens:** Designs and/or asks sets of questions to identify and eliminate disparate results-outputs, outcomes, impacts- of policies, programs, and practices for underserved/under-represented community members*

			Equitable Workplace: Demonstrates cultural consciousness, commitment, and behavior, to improving an inclusive workplace climate for everyone. **Equitable Results:** Produces results, i.e., outputs, outcomes, or impacts from programs and decisions toward closing disparities for under-represented community members* and improving results for everyone. --- ** Underserved/Under-represented community members: e.g., people of color; people with disabilities; LGBTQ+, etc.; and new immigrant populations.*

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.

- Work is performed in a fast-paced office environment with extensive computer use.
- Regular meetings, email communication, and collaboration with providers, hubs, and partners.
- Occasional in-state travel; limited out-of-state travel may be required.
- Role requires ability to adapt to shifting priorities, timelines, and agency needs.

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.

- State statutes and administrative rules governing Preschool Promise.
- DELC agency policies, procedures, and operational standards.
- Federal and state early learning regulations.
- PSP program policies and monitoring systems.

b. How are these guidelines used?

Used to guide decision making, develop program policies, interpret requirements, design systems, ensure compliance, and support consistent implementation across the program.

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?
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*			
Early Learning and Child Care Administration Manager	Meetings, emails	strategic guidance, decision alignment	regularly
PSP Program Team Staff	Meetings, emails	Coordination and operational direction	daily
Internal DELC teams	Meetings, Emails	Program Alignment, operations, and implementation	Daily
Early Learning Hubs	Meetings, Emails	Technical Assistance, program guidance, monitoring coordination	regularly

PSP Providers	Meetings, Emails	Technical Assistance, program guidance, monitoring coordination	regularly
External Organizations	Meetings, Emails	Information sharing and operational coordination	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes daily programmatic and operational decisions affecting Preschool Promise implementation, provider guidance, and program consistency. Decisions directly impact compliance with statutes, rules, and program requirements; influence the experiences of families and providers; and shape the operational efficiency and quality of program delivery.
Complex, strategic, or cross program issues are elevated to the Early Learning and Child Care Administration Manager

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Early Learning and Childcare Administration Manager		Regular check ins, project reviews, annual performance evaluations	Weekly Check ins, annual review	Reviews focus on program alignment with agency priorities, quality of operational management, effective team leadership, and progress toward biennial program goals.

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

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?

- ☒ Plan work
- ☒ Assigns work
- ☐ Approves work
- ☒ Responds to grievances
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations

☐ Disciplines and rewards ☐ 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:

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.

All positions within DELC require employees to serve as a "mandatory reporter" of child abuse.

A valid driver's license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation is required.

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 _____