



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Child Nutrition Program - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title: Operations & Policy Analyst 1
Business Title: Operations & Policy Analyst 1 (Unfilled)
Employee Name:
Representation: OAS
Location: Salem | ODE | Public Service Building
Supervisor: Dustin Melton (Grants, Loans, and Programs Manager 3)
Position:
Time Type: Part Time
FLSA: Non Exempt
Exempt Reason:
Overtime Eligible: Yes
Employee Type: Limited Duration (Fixed Term)

Job Profile ID: 0870
Position ID: 000000174243
Company ID: 58100
Budget Auth No:

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

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. The section employs about 35 people across three teams: the Administrative team, the School Nutrition Programs team, and the Community Nutrition Programs team. CNP administers about \$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:

Work closely with Child Nutrition Programs (CNP) staff and current vendor in developing a new online application and claiming system. ODE CNP's current online application and claiming system (CNPweb) is in the process of being permanently replaced. This position will work with the vendor and CNP staff in the development of a new Grants Management System (CNPweb system) administering CNP. This position will work with the vendor and CNP to identify and track potential changes to the timeline of the new system build; coordinate and communicate with CNP Director, Operations and Policy Analyst 3, Team Managers and Program Leads to ensure program areas are identified in the new system; work with the vendor and CNP to identify and track potential changes to the timeline of the new system build; work with internal Program Manager and OPA3 to identify concerns/issues with the development of the new system; identify programmatic areas that must be included in the new system, e.g. reporting, claiming, applications, appeals, etc.; and provide support to the OPA3 to coordinate transition from CNPweb to new Grants Management System.

SECTION 3. JOB DESCRIPTION

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.

95%

NC

E

Support development of new CNPweb System

- Work with vendor and CNP staff in the development of a new Grants Management System (CNPweb system)
- Identify aspects of the new system that CNP staff and CNP sponsors will need
- Coordinate and communicate with CNP Director, Operations and Policy Analyst 3, Team Managers and Program Leads to ensure program areas are identified in the new system
- Work with vendor and CNP to identify and track potential changes to the timeline of the new system build
- Work with internal Program Manager and OPA3 to identify concerns/issues with the development of the new system
- Identify programmatic areas that must be included in the new system, e.g. reporting, claiming, applications, appeals, etc.
- Provide support to the OPA3 to coordinate transition from CNPweb to new Grants Management System
- Track system changes in appropriate documents (e.g. Excel, Smartsheets, Word, etc.)
- Participate in weekly meetings with the vendor and with CNP staff
- Assist in the development of a training plan for rollout of the new system to internal CNP staff and CNP sponsors
- Work with ODE IT, and other teams involved with the new system, to gather necessary information

5%

NC

E

Miscellaneous

- Other duties as assigned.

At all times

R

E

Commitment to Equity

In addition to the cultivation of equitable practices across all aspects of your position description, also:

- 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.

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.

Typical office environment. Multiple Program deadlines create competing responsibilities and short project timelines requiring highly developed organizational and priority-setting skills.

SECTION 5. GUIDELINES

List any established guidelines used in the 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

How are these guidelines used?

These rules dictate nutrition and household eligibility requirements, technical assistance, program development and implementation, fiscal monitoring and program monitoring of subject programs within designated timelines

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	How	Purpose	How Often?
Contractors working with the vendor; internal ODE staff, including staff working in CNP and also working in the Office of Finance and Information Technology	In Person, by mail, email or telephone	Answer questions Direct calls Provide materials Provide information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Maintains regular contact with staff members from other work units to coordinate projects, obtain and verify information and explain processes. This position may maintain regular contact with CNP managers within to recommend actions or present information.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Grants, Loans, and Programs Manager 3	0000095	In Person, by mail, email or telephone	As Needed	Review as needed to ensure program goals are being met and compliance with federal regulations.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Basic knowledge of: Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people. Organizational theory and techniques of organizational analysis and evaluation. Practices and procedures of administrative systems typical to complex organizations. Business statistical methods. Computer systems and software typical to the analysis and reporting of business data. Administrative procedures and systems such as record keeping and managing filing systems, design and use of business forms and office terminology. Techniques and methods of disseminating communication within an organization. Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
----------------	-----------------	-----------

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date