



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/4/25

This position is:

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

Agency: Oregon Department of Early Learning and Care

Facility: Operations - DELC

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Operations & Policy Analyst 4	b. Classification No:	X0873
c. Effective Date:	July 1, 2023	d. Position No:	1715014
e. Working Title:	Project Fiscal Analyst	f. Agency No:	58100
g. Section Title:	Budget - DELC	h. Budget Auth No:	1413156
i. Employee Name:	Vacant	j. Repr. Code:	MMN
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name:	Linnea Wittekind		
m. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent <input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" 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 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 Education) 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 purpose of this position is to carry out the goals and objectives of DELC by assisting in the development, execution, and monitoring of the Department's biennial budget. This position acts as a project fiscal analyst for the Budget Unit, as assigned by the Budget Director, and serves as the primary coordinator regarding the development and preparation of the agency's biennial budgets, and maintains locally generated tracking spreadsheets and other documentation of the Budget Unit. The Budget Unit is responsible for directing and administering the development, execution, and reporting of DELC's agency biennial budget which is approximately \$1.4 billion; 21% General Fund, 1.3% Other Funds, 24.4% Corporate Activities Tax (CAT) and 53.5% Federal Funds.

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

45% - R – E – Project Management

- Assign and review work, and adjust workloads as required to effectively utilize available personnel
- Foster a work environment free of discrimination and harassment and one that promotes employee career development, including access to appropriate on-the-job training
- Ensure staff treats co-workers with dignity and respect
- Lead the coordination of the fiscal activities of the agency with the interrelated activities of other divisions
- Lead staff meetings to disseminate information and establish team-wide expectations
- Ensure accuracy and timeliness of DELC's responsibilities for statewide financial reporting

35% R – E - Budget Development/Oversight

- Works with agency leadership to develop and execute DELC budget
- Reviews monthly budget reports with Budget Director and identifies issues to escalate to DELC leadership
- Responsible for position management and coordinating/completing Permanent Finance Plans
- Serves as a contact to program management regarding budget issues and inquiries
- Coordinates with Chief Financial Office and Legislative Fiscal Office on budgetary issues; responding to inquiries as needed
- Prepares Fiscal Impact Statements and communicates with Policy Team regarding bill impacts
- Reviews budget requests and adjustments for approval
- Supports DELC staff to analyze variance between actual and estimated budgets
- Designs and maintains processes for streamlining budget oversight across the suite of early learning programs administered through DELC
- Prepares budget reports as requested by the DELC leadership to assist with monitoring financial trends and developing projections, developing long-term planning documents, and prioritizing the use of limited resources.

- Provides guidance to DELC program managers on effective strategies and practices for reviewing, approving and providing feedback to providers on submitted budgets
- Develop expertise in all relevant laws and rules governing the major DELC funding sources, including federal law governing CCDF and Head Start, and state laws governing Oregon Pre-Kindergarten and Preschool Promise, as well as any grants awarded to and administered by DELC.
- Provide technical support to program managers and grants specialists on adherence to relevant requirements, rules and laws, and grants review and monitoring processes.

20% R – E - Planning & Project Management

- Create and maintain documentation of policies and procedures related to budget management.
- Develop process for new grants and contracts as well as contract/grant renewal to ensure development of appropriate budgets, coordination with program stakeholders, procurement.
- Monitor and manage contract/budget renewal process to ensure contract/grant renewal timelines are met.
- Provide technical assistance to DELC program partners in communities to ensure compliance with grant/contract fiscal requirements.

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 must be done with independent judgment and often be accomplished within demanding time-sensitive constraints with competing demands and priorities. Work is FLSA-exempt and frequently exceeds a 40-hour work week. The employee in this position must have a valid driver's license and a good driving record, or be able to provide an acceptable alternate method of transportation.

SECTION 5. GUIDELINES

- List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

State Accounting Manual
 Statewide Financial Management System (SFMS) manual
 DAS budget instructions
 Budget reports
 Accounting Manual
 ORPICS and ORBITS user guides
 Workday knowledge articles
 Oregon Revised Statutes
 Oregon Administrative Rules
 Generally Accepted Accounting Principles (GAAP) & Governmental Accounting Standards Board (GASB) EDGAR, and other federal regulations relating to programs

b. How are these guidelines used?

State accounting and SFMS manuals are used to analyze and interpret budgetary and accounting issues for program office staff and to coordinate with accounting staff to ensure consistency in accounting documentation. Oregon Revised Statutes (ORS), federal regulations, manuals, state and federal laws, rules and regulations related to education are used to ensure that program implementation is consistent with legislative intent. ORPICS and ORBITS user guides and DAS budget instructions are used as guidelines in developing the agency’s biennial budget. Workday Job Aids are used as guides to ensure payroll cost centers are updated appropriately as budget partners with HR.

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>			
Federal Office of Childcare, Region X	Phone/In person/Writing	Share information / provide technical assistance	Weekly
DOJ/DAS/ODE	Phone/In person/Writing	Determine compliance	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position requires the ability to make autonomous decisions as well as the ability to distinguish when decisions should be brought forward to agency leadership for input and consideration.

Position makes decisions on appropriate budgetary practices, controls, and processes that have a direct correlation with the accountability, oversight, and internal control of approximately \$1.4 billion of state and federal resources. These decisions impact the overall effectiveness of agency expenditure control; compliance with state and federal budgetary regulations policies; compliance with statutory budget and appropriate law; and assurance of adequate and appropriate budgetary review and oversight. Incorrect decisions could lead to an

adverse impact on the Department's ability to meet mission, goals, and objectives, as well as negative audit findings and/or public perception.

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 curser at end of a row (outside table) and hit "Enter".				
Budget Director	2315003	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 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:

This positions requires:

- Knowledge of the legislative process
- Knowledge of administrative rules process
- Knowledge of statewide budget policy, process and practices
- Contract Management Certifications

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.

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

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