



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/4/2025

This position is:

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

Agency: Department of Early Learning & Care

Facility: Salem | DELC | Summer St.

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Program Analyst 2</u>	b. Classification No:	<u>C0861</u>
c. Effective Date:	<u>10/6/2025</u>	d. Position No/WD ID No.:	<u>2535054/00000</u> <u>0180947</u>
e. Working Title:	<u>BTF & Tribal Nations Grants Management Specialist</u>	f. Agency No:	<u>58800</u>
g. Section Title:	<u>Grants Team</u>	h. Budget Auth No:	
i. Employee Name:	<u>Vacant</u>	j. Repr. Code:	<u>OAS</u>
k. Work Location (City – County):	<u>Salem - Marion</u>		
l. Supervisor Name:	<u>Teresa Waite</u>		
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 type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Computer
		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 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 primary purpose of the Early Learning Grants Specialist position is to provide procurement, fiscal, and contract/grant support for Early Learning contracts and grants. Work will include but not be limited to developing and tracking overall fiscal/budget plan, tracking certified grants and monitoring of funding levels; perform federal and state grants fiscal analysis tasks; and designing activities to ensure complete and timely review of grant applications, review and responds to fiscal requests including finalizing memos, decision letters, and maintaining tracking database. This position will also review audit reports, financial statements and budget worksheets; perform fiscal analysis of federal and state financial reports. The Early Learning Grants Specialist will also work closely with other grants analysts and program staff leads, internal budget and procurement individuals, DELC, DOJ, and others as required to align processes, language, and protocols.

This position specifically adapts fiscal and grantmaking duties to Tribal contexts by collaborating with Tribal Nations to identify and reduce barriers to funding access and align grant processes with Tribal capacity, timing, and community needs. Work with DELC Office of Tribal Affairs and Tribal partners and grantees to ensure that fiscal tools, reporting, and timelines are developed in a culturally responsive and sovereignty-affirming manner.

This position specifically supports agreements with Tribal Nations, as well as the Birth to Five grant across multiple programs, and requires the person in the position to analyze each of the programs to find appropriate alignment as well as to understand the nuances and use this to provide technical assistance and support for recipients of funding and agency staff, address barriers to funding access, and continuously improve processes used in budgeting, expenditure reporting, and other fiscal aspects of agreements. This position works in collaboration and partnership with one or more Program Specialists and/or Managers to provide comprehensive support and technical assistance to grantees and contractors.

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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55%	NC	E	<p style="text-align: center;">Contract and Grant Administration</p> <ul style="list-style-type: none"> • Develop procedures and forms for consistency in contracts and grants within the assigned Grants program. • Recommend and implement policy and procedure changes based on knowledge of contracts and grants and the DELC. • Analyze grant applications, service area agreements, and community assessments for completeness and compliance with state and federal statutory requirements for early learning programs; and complete necessary internal paperwork and attend meetings to support analysis. • Communicate and work closely with Program Specialists on a regular basis. • Participate in team and program unit meetings. • Remain current with all tools related to state and federal administrative rules and statutes, program requirements and Program Information Reports. • Review and evaluate technical assistance plans developed in conjunction with Program Specialists and obtain clarifications and revisions prior to approval. • Monitor ongoing program performance of Grantees and Contractors, evaluation of required program information reports, and resolution of community/individual complaints to ensure that fiscal management is informed by this information. • Provide guidance to Grantees and Contractors on corrective action activities and track progress of corrective action and quality improvement plans. • Lead and/ or participate in monthly conference calls with grantees/contractors as needed/requested. • Analyze multiple sources of data to identify fiscal performance trends and best practices. • Propose areas/strategies for improvement and provide training/technical assistance for single and/or multiple Grantees/Contractors. • Promote partnerships with early childhood and other service providers and provide assistance to Grantees/Contractors in pursuing partnerships. • Promote agency goals, priorities and initiatives and assist Grantees/Contractors in the implementation and integration of the priorities and initiatives into operation. • Provide leadership in functional areas for the team. • Limited site visits, follow-up monitoring on-site reviews as required. • Collaborate with program staff to write and execute request for proposals and request for applications based on program needs. • Provide technical assistance and training to contractors, grantees, and staff on program standards, Oregon statutory requirements, contracting processes and procedures, and corresponding processes and procedures. • Lead/ participate in rule making and revision process for early learning programs.
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40%	NC	E	<p>Fiscal and Procurement Leadership</p> <ul style="list-style-type: none"> • Determine resource allocation in collaboration with staff utilizing funding formulas. • Analyze budget and funding distribution models used for contracts and grants and recommend changes. • Monitor, analyze, and evaluate program budgets and expenditure reports. • Execute in-depth fiscal desk reviews for contracts and grants, as required. • Provide technical guidance and training to contractors, grantees, and staff on budgets, invoices, procurement processes, and fiscal. • Provide technical guidance and training to contractors, grantees, and staff on state and federal rules, laws, policies, and procedures. • Works in collaboration with internal procurement staff to ensure that proper index and/or PCA coding is in place for payments to be made. • Track procurement due dates and timelines for contracts and grants to be submitted. • Recommends changes to be made to internal procurement processes and timelines to create better efficiencies. • Work with accounting and procurement offices to answer billing and agreement questions and concerns and maintain up-to-date processes and procedures as they change. • Act as the liaison between internal procurement individuals, DELC, and DOJ in order to align processes, procedures, and protocol. • Research and develop reporting, budget, and tracking template models for contracts and grants. • Collaborate with program partners to remove barriers to funding access and use in alignment with program requirements • Present fiscal program information at meetings <p>Affirm Tribal Sovereignty and Legal Obligations</p> <ul style="list-style-type: none"> • Support agreements with the nine federally recognized Tribes in Oregon, in alignment with government-to-government obligations established in ORS 182.162-182. It requires understanding and honoring Tribal sovereignty, self-determination, and the unique political and legal status of Tribal governments.
5%	NC	NE	Other duties as assigned
At All Times			<p>Commitment to Equity</p> <p>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*</p> <p>Equitable Workplace: Demonstrates cultural consciousness, commitment, and behavior, to improving an inclusive workplace climate for everyone.</p> <p>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.</p> <p>Tribal Equity: Demonstrates commitment to Tribal equity by recognizing historic underfunding, supporting capacity-building, and co-developing solutions with Tribal partners to improve outcomes for Native children, families, and communities.</p> <p>-----</p> <p><i>* Underserved/Under-represented community members: e.g., people of color; people with disabilities; LGBT, etc.; and new immigrant populations.</i></p>

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.

Required travel to various offices and sites throughout the state and in the field, some of which is overnight. Use of computer and telephones; constant prioritization between competing demands; contact with hostile, frustrated people.

It is your responsibility to communicate effectively and be able to articulate and exchange information with internal and external partners. Communication must be in a positive and solutions-oriented manner.

Attention to detail and accuracy is essential in this position.

Regular and consistent attendance is an essential function for this position.

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 and state early learning program guidelines on performance standards
- State statutes and rules governing preschool programs, DELC statutes and rules, and procurement statutes and rules
- Federal and state laws regarding agency relationship with the 9 Federally Recognized Tribes in Oregon
- Oregon Equity Lens
- Early Learning Council policies and procedures
- Oregon State and Federal Civil Rights Laws and Regulations
- Department of Early Learning & Care policies and procedures
- Oregon's Early Learning and Kindergarten Guidelines

b. How are these guidelines used?

These policies, guidelines, and rules guide the work.

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

Tribal Affairs Office	Phone/person/e-mail	Coordination, alignment, consultation	Weekly, as needed
Early Childhood Service Providers	Phone/person/e-mail	Coordination, alignment, consultation	Weekly, as needed
Policy Unit Staff	Phone/person/e-mail	Coordination, alignment, consultation	As needed

Program Design and Accountability Office	Phone/person/e-mail	Coordination, alignment, consultation	Weekly, as needed
DELC Unit and Section Managers and Directors	Phone/person/e-mail	Coordination, alignment, consultation	Weekly, 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 decisions regarding the approach to fiscal analysis, reporting, and representation of Oregon's early learning system program information and statistics. Poor analysis could impact the Agency credibility among agencies, with policy makers, and among partners and funding recipients. As a result, the scope and impact of these decisions is agency- wide and state-wide. This position makes decisions of approaches to human engagement in developing collaborative relationships, in assuring performance outcomes are achieved, and in solving complex problems. Poor approaches to working with other partners and partners would result in poor cross- agency relations and poor public image. Participate in Tribal consultation efforts, Tribal-led working groups, and co-creation of funding processes when appropriate. Ensure that all work with Tribal Nations reflects trust, mutual accountability, and respect for self-determined priorities. During the normal routine, day to day activities, this position coordinates with the direct supervisor to meet ever changing priorities, but operates with independence. In addition, the position provides analysis and recommendations that will be used by the Grants Management Office, the Agency, the Early Learning Council, the Governor, and the legislature for policy decisions.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Director, Grants Management Office	1715012	Phone, email, in person	As necessary	Support and quality assurance
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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 |

☐ 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:

The individual in this position must have a high degree of knowledge of and experience in myriad child care program models, including pertinent rules, policies and practices, and must be able to apply them uniformly at all times. The individual must also exercise independent judgement and decision making in the absence of clearly defined policy, guidelines or regulation, under the direction of the Program Director.

Cultural and Legal Competency in Qualifications: Knowledge of Tribal sovereignty, Tribal governance, and historical and contemporary policy issues impacting Tribal Nations. Experience working respectfully with Tribal governments, and an understanding of culturally responsive fiscal practices is preferred.

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.

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

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

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