



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
**10/2025**

**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>Operations &amp; Policy Analyst 3</u>	b. Classification No:	<u>C0872</u>
c. Effective Date:	<u></u>	d. Position No:	<u>2315035</u>
e. Working Title:	<u>Child Care Policy Analyst</u>	f. Agency No:	<u>58800</u>
g. Section Title:	<u>Child Care Policy</u>	h. Budget Auth No:	<u></u>
i. Employee Name:	<u></u>	. Repr. Code:	<u>OAS</u>
k. Work Location (City – County):	<u>Salem – Marion</u>		
l. Supervisor Name:	<u>Kelsey Culbertson</u>		
m. Position:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <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	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:**

As a member of the Child Care Assistance Program team, this position works collaboratively with the Child Care Assistance Program Manager and fellow policy analyst in the development, support of implementation, and evaluation of the Employment Related Daycare program and other child care assistance program policies and operations. This position is responsible for coordinating the administration, development, and evaluation of a variety of child care assistance services that support the well-being of families with young children. This includes developing program plans, policies, procedures and policy-related materials that will contribute to positive outcomes for families and young children and work toward eliminating systemic inequalities in access and opportunity; evaluating the program to ensure it is meeting federal and state requirements, legislative intent, department principles, and budget limits; monitoring performance, evaluating findings and preparing comprehensive reports and recommendations for Executive Staff; serving as a resource for coaching and training of field staff to ensure the delivery of services aligns with the intended program objectives and in compliance with state and federal rules & regulations; completing legislative analysis; and conducting project management. This position involves significant collaboration with other agencies and provides technical assistance and recommendations to partner agencies.

### 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”.

#### **75% NC – E- Child Care Assistance Program Design & Administration**

- Advises on the **development of the statewide program direction** within the parameters set by the Department’s administration while meeting state/federal requirements and legislative intent.
- **Researches and analyzes** state/federal laws and regulations, IRS regulations, court suits, hearing orders, audit findings, quality control findings, state/federal data reports and other information to **identify policy requirements, options and conflicts, or program/unit procedures** for Department compliance.
- **Develops and implements program policy** through administrative rules, contracts, interagency agreements operations manuals, reference guides, forms, notices, pamphlets and computer information systems.
- Participates in **the implementation of program changes** after collaborating with other Department programs, other agencies, local governments, community partners and advocates and after consideration of the impacts of the changes of those groups or their constituents.
- **Provides program guidance, information and policies** through the development and issuance of client notices, staff memos and transmittals, manuals, reference guides, web-based resources, netcasts, legislative presentations and hearings, and position papers for Executive Staff.
- **Resolves policy issues/conflicts** by collaborating with Department staff, community partners, and advocates.
- **Implements program corrections** to ensure technical and professional compliance.
- Collaborate with the Agency Child Care Development Fund Administrator in the **development of state plan amendments and federal reporting** for program implementation and improvements.
- Evaluates and provides **recommendations for the development of state and federal legislative concepts**.
- Collaborates with other agencies and Department staff to **answer questions and collect information on policy and program needs**.

- Participates in the **development or alteration of computer information systems** to support program requirements or enhance program operations.
- **Monitors the primary computer systems, including but not limited to One Eligibility, to ensure that these systems provide the maximum possible support** for the program operations and objectives. This requires in-depth knowledge of the program as well as knowledge of how the systems operate and interact.
- **Initiates computer system changes** to support new program requirements or enhance program operations.
- Prepares **position papers and presents them to manager and DELC Executive Leadership**, as directed by manager, **providing consultation and recommendations** on all aspects of program design and administration including, but not limited to, program standards, monitoring procedures, program assessment, performance measures, budget and administrative controls, contract performance and corrective actions.
- **Advises the manager and DELC Executive Leadership**, as directed by manager, **on program impacts from state/federal legislative actions or proposed actions** with detailed analysis and recommendations with the consideration of potential effects on program budget, program administration, contracts, service delivery, child care subsidy recipients, child care providers, and other agencies and organizations.
- Independently researches and responds to legislative inquiries, advocate correspondence, federal agency correspondence, community complaints and surveys from local and national organizations.
- Researches and responds to policy and program operation questions by providing clarification and direction, orally and in writing, to Department staff, partners, contractors and legislative staff.
- Assists Secretary of State, federal agencies and other entities in audits by providing **technical support for data research and interpretation**.

#### 20% NC – E - Program Monitoring & Evaluation

- By use of: a) computer system queries and reports; b) field case reviews; c) audits; d) reviewing hearing orders and other legal actions and e) interviews with field staff, management, contractors and partners:
  - **Monitors and evaluates statewide program performance and effectiveness** to assure that agency mission is met efficiently while maintaining compliance with federal and state laws and regulations.
  - **Negotiates, monitors, and authorizes payments for contracts** on behalf of the Department, ensuring that services are provided effectively and to the highest quality.

#### 5% NC – NE

- Other duties as assigned.

#### 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.

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 \* *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.**

High volume workload with short timeframes on response or policy preparation. Provides policy and project

management related services statewide. This position works in a professional environment. This position includes a great deal of analysis and problem-solving work, and staff may have to work with multiple partners with conflicting priorities and requirements. Travel, overnight stays and working after normal working hours is occasionally required.

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## **SECTION 5. GUIDELINES**

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

DELC policies and procedures

**b. How are these guidelines used?**

The above are used to identify options and direct policy changes, clarify intent, and identify needed system support changes.

**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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
National and local agencies and community partners	Phone, email, in person, written	Provide information and monitor program. Collect data and information/coordinator work	Daily
Policy and other staff in the unit	Phone, email, in person, written	Provide information, collect data	Weekly
Program, budget, data staff within DELC	Phone, email, in person, written	Technical assistance	Daily
Executive staff	Phone, email, in person, written	Clarify policy and discuss issues	Monthly
Federal program staff	Phone, email, in person, written	Discuss federal intent	Weekly
Client advocates	Phone, email, in person, written	Technical assistance	Bi-weekly
Attorney General staff	Phone, email, in person, written	Clarify policy and prepare briefs	Weekly
Press	Phone, email, written	Explain policy	Monthly
Legislative staff	Phone, email, written	Technical assistance	Monthly

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Daily, staff in this position make decisions on federal and state intent for statewide program policy. Decisions affect the number of people who will receive benefits for child care; the error rates and fiscal penalties; field staff workload and their understanding of program policy; the outcome of hearings decisions, court suits, and federal compliance issues, and Department compliance.

The person in this position will also be involved in collaborative decision-making related to the design and implementation of statewide program policy and processes. The person in this position is routinely expected to produce completed work on programs/projects with limited need for revision, correction, and rewrite by supervisor and/or peers.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Policy, Planning & Development Manager 1	2535012	Email, TEAMS, phone, in person	Informal daily/weekly, as needed. Formal monthly or as needed.	Ensure clarity and consistency with policy. Keep manager advised of workload/progress.

**Note:** If additional rows of the below table are needed, place cursor 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? \_\_\_\_\_
- How many employees are supervised through a subordinate supervisor? \_\_\_\_\_
- 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:

Any person in this position must have knowledge of federal laws and regulations, state law and court cases affecting DELC programs and a knowledge of how the systems work to support these programs.

Policy analyst experience (Child Care policy preferred).

In addition, the following are required:

- Excellent written, verbal, and analytical skills.
- Experience with preparing reports, conducting research, and executing data analysis.
- Attention to detail and the ability to multi-task.
- Ability to demonstrate initiative and independent judgement on an on-going basis.
- Demonstrated computer skills with Word and Excel.
- Ability to work collaboratively with a diverse group of people in teams, as well as individually.
- Experience in the analysis of program performance and data.
- Ability to develop and implement program policy, administrative rules, and procedures.
- Excellent customer service and communication skills for both internal and external customers.
- Experience in implementation and coordination of program activities.

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 Oregon driver license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation.

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><b>Note:</b> 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