



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
March 14, 2026

Agency: Department of Early Learning and Care

Facility: Salem | DELC | Summer St.

New Revised

This position is:

- Classified
Unclassified
Executive Service
Mgmt. Svc – Supervisory
Mgmt. Svc – Managerial
Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Budget and Fiscal Manager 3
b. Classification No: X7073
c. Working Title: Chief Financial Officer
d. PPDB No/WD ID: 2315003
e. Section Title: Operations
f. Agency No: 58800
g. Employee Name:
h. Budget Auth No:
i. Supervisor Name: Cooper Brown
j. Repr. Code: MMS
k. Work Location (City – County): Salem - Marion

I. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year 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 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 Chief Financial Officer 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.

This position is a critical position in directing budgetary policies and controls that ensure the agency is able to provide effective management and oversight of all resources.

This position also manages the Budget and Accounting Services staff, which will include 1 subordinate manager with a combined total of 17 subordinate positions in Budget and Accounting (7 of these positions are direct reports). In this capacity, the position provides leadership, supervision, guidance, training, and/or direction in the administration of the agency’s budget development, execution, and reporting process. This position directs and manages the overall provision of budgetary services, systems, policies, processes, and metrics that support that implementation of the agency’s mission, values, and strategic plan.

This position is responsible for building and maintaining budget systems that are committed to and support equity in practices; excellent customer service; internal and external teamwork; leadership in best practices; stewardship of public resources; a high-performance culture emphasizing quality work, productivity, and continuous improvement; diversity and inclusion; and goal attainment.

This position also serves as the agency’s designated liaison to the Legislative Fiscal Office (LFO) and Chief Financial Office (CFO). The position will also liaise with the Governor’s Office for budget- and fiscal-related items.

**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
50%	N	E	<p><b>Administration and leadership of Budget Development, Execution, and Reporting: Directs the administration of all development, execution, and reporting of the Department of Early Learning and Care’s biennial budget. Approximately \$1.4 billion per biennium.</b></p> <ul style="list-style-type: none"> <li>• Recommends agency budgetary policy and process to agency executive team by conducting thorough cost/benefit analyses; determination of resources needed; and impacts to agency and programs.</li> <li>• Determines and directs the most effective budget development and execution strategies that enable the agency to fulfill its programmatic goals and objectives.</li> <li>• Develops recommendations, alternatives, and impact statements for financial or operational programs.</li> <li>• Develops and maintains systematic internal controls for budget development, execution, and reporting in order to ensure the budget and fiscal compliance and mitigate risk.</li> <li>• Manages the development and preparation of final budget documents for</li> </ul>

			<p>the Agency Request Budget, the Governor’s Recommended Budget, and the Legislatively Adopted /Approved Budget;</p> <ul style="list-style-type: none"> <li>• Reviews and directs all budget management practices throughout the Department to ensure correct and appropriate practices are applied. As necessary, provide and/or implement corrective actions.</li> <li>• Develops and manages a method to measure the efficiency and effectiveness of current budget management and execution.</li> <li>• Develops and directs continuous improvement processes and/or projects that provide more efficient and/or effective policies, processes, and/or business systems for budget development, execution, and reporting.</li> <li>• Recommends and as approved, implements strategic initiatives that improve the overall budget development, execution, and reporting processes.</li> <li>• Reviews, analyzes, interprets, and/or applies all existing or changes to state and federal statutes, rules, policies, and procedures that apply to budget development and management in Oregon.</li> <li>• Develops and directs budgetary controls to minimize potential risks to the agency.</li> <li>• Directs and oversees the development and implementation of a budget training curriculum to assist management and staff in administering Department budgets.</li> <li>• Serves as primary contact and security officer for the state budget system (ORBITS).</li> <li>• Directs the execution and development of necessary permanent finance plans for position actions.</li> <li>• Directs the preparation and development of necessary interim and emergency budgetary requests to the Legislature.</li> <li>• Plays a critical role in preparation of the agency’s Ways and Means presentation during legislative sessions.</li> <li>• Works with DAS to establish and maintain appropriations for legislatively approved funding levels at various program levels.</li> <li>• Manages the quarterly allotment process for the agency’s appropriations to ensure available funding for timely payments to employees, grantees, and vendors.</li> <li>• Manages cash transfers and cash flow management to various program accounts to ensure funds are available for timely payments to grantees.</li> </ul>
25%		E	<p><b>Supervision of Budget Services Section: Performs supervisory function for positions in the section including, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Establishes appropriate job duties and responsibilities for positions budgeted and assigned to the Budget Services Section.</li> <li>• Interview, select, and provide training to all new staff in Section.</li> <li>• Evaluate the performance of assigned staff based on agency policies, procedures, and practices.</li> <li>• Receives and resolves employee concerns and/or grievances.</li> <li>• Determines need for and as necessary, initiates disciplinary actions.</li> <li>• Provides staff with appropriate communication and feedback regarding agency policies and procedures.</li> <li>• Supports and promotes efforts to improve the quality and diversity of the Section’s workforce.</li> <li>• Establishes and maintains an environment that promotes employee career development.</li> <li>• Assigns and reviews work and provides constructive feedback to staff:</li> <li>• Reviews and approves employee timesheets and leave requests.</li> <li>• Provides oversight and management of Budget Services Section budget.</li> </ul>

			<ul style="list-style-type: none"> <li>• Ensures that equity, diversity and inclusion, and an anti-racist stance are embedded in the work of the budget services section.</li> </ul>
15%		E	<p><b>Budget Management Representative: Serves as liaison and primary contact to all partners; state, federal, and local agencies; and Legislative Fiscal Office.</b></p> <ul style="list-style-type: none"> <li>• Communicates and maintains liaison with internal and external partners, including high-level federal, state, and local officials regarding the budget development and execution process.</li> <li>• Maintains awareness of financial conditions of the state in order to more effectively analyze and anticipate impacts to agency budget.</li> <li>• Represents agency with community or professional organizations on matters of budget development and execution.</li> <li>• Represents the agency as the primary point person with both the Legislative Fiscal Office and Chief Financial Office.</li> <li>• Represents the agency as a subject matter expert when addressing or responding to the legislature on policy matters around the development of budgetary and fiscal estimates, impacts, and requests.</li> </ul>
10%		E	<p><b>Agency Leadership: Serves as a member of the agency and divisional leadership teams in developing and considering various organizational strategies, directions, and/or initiatives.</b></p> <ul style="list-style-type: none"> <li>• Works with DELC's Deputy Directors to identify and implement goals, objectives, and systems specific to the Agency.</li> <li>• Advises the Director, Leadership, and other management on state policy and budgetary issues related to budgeting in the state.</li> <li>• Provides reports and presentations to other Program Directors and Executive Team on specific initiatives related to agency budget.</li> <li>• Apprises agency leadership and management (as needed) of new developments in the budget arena, including changes in state and federal laws, rules, policies, procedures, and best practices.</li> <li>• Reviews and manages complex and unique fiscal impact and budget issues and develops recommendations for the Executive Team, Department of Administrative Services, and Legislative Fiscal Office on budget and fiscal policies, impacts, and agency-wide budget concerns.</li> <li>• Participates in DELC leadership meetings to share and receive information in support of agency goals and objectives.</li> </ul>
AT ALL TIMES			<p><b>AT ALL TIMES - Commitment to Equity</b></p> <p><b>Equity Lens:</b> 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><b>Equitable Workplace:</b> Demonstrates cultural consciousness, commitment, and behavior, to improving an inclusive workplace climate for everyone.</p> <p><b>Equitable Results:</b> 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>-----</p> <p><i>* Underserved/Under-represented community members: e.g., people of color; people with disabilities; LGBTQ+, 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.**

Typical office work environment with occasional in-state travel to various offices and sites throughout the state. A hybrid work schedule is typical but in-person/in office work is required at times, often on very short notice (e.g. during legislative sessions, to meet with agency or enterprise leadership, etc.). 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.

## 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 Accounting Manual  
Statewide Financial Management System (SFMS) manual  
DAS budget instructions  
Budget reports  
Accounting Manual  
ORPICS and ORBITS user guides  
Workday Job Aids  
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?
Director	In Person/Phone/Email	Decision making/discussion	As Needed
Deputy Directors	In Person/Phone/Email	Decision making/discussion	Frequently/As Needed
Agency Directors and Program Staff	In Person/Phone/Email	Budget development, execution, and reporting	Daily

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

DAS CFO	In Person/Phone/Email	Budget policy issues and development	Regularly
DAS SABRS Section	In Person/Phone/Email	Statewide budget system issues	As Needed
LFO	In Person/Phone/Email	Budget policy issues and development	Regularly
Governor's Office	In Person/Phone/Email	Budget policy issues and development	Regularly
Other Agency CFOs/Budget Staff	In Person/Phone/Email	Budget development, execution, and reporting	As Needed

## 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 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 \$1.5 billion (biennially) 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 severe adverse impacts on DELC's reputation and credibility as well as ability to meet the agency's core mission, goals, and objectives.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Deputy Director of Operations (BOA 2)	0000265	Observation/feedback, evaluation of work products and relationships	Continuously	To evaluate the effectiveness and results but this position is expected to function independently

## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 7  
 How many employees are supervised through a subordinate supervisor? 10

b. Which of the following activities does this position do?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

The person in this position must have extensive knowledge in developing large governmental budget, as well as managing the execution of large governmental budgets. The person must be able to review, analyze and interpret technical budget information and analyses. This person must be able to summarize technical budget issues into concise, easily understood budget reports and/or documentation.

Must exercise sound judgment and have the ability to interpret, analyze, and prioritize. Agency budget is approximately \$1.5 billion (biennially) with many different appropriations. Agency administers in excess of 500 different grant/contract agreements each biennium.

Other skills/attributes needed:

Self-motivated and proactive

Able to make difficult decisions

Able to assess, organize and coordinate priorities in a work environment with multiple demands and customers  
Able to effectively communicate technical information orally and in writing to individuals and groups

Able to maintain confidentiality

Able to recognize and operate within a politically sensitive environment

This position also requires excellent verbal and written communication, and conflict resolution skills.

The incumbent of this position must understand complex programs and issues and be able to facilitate program and priority discussions, decision-making and to articulate information to various audiences.

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.

As a Management Service position, the following Affirmative Action / Diversity Responsibilities are inherent to this position:

- Review and follow Affirmative Action plan strategies.
- Consider affirmative action goals in hire, transfer, promotion, and selection decisions.
- Hold employees accountable to demonstrating respectful workplace behaviors.
- Include information in employees Performance, Accountability and Feedback (PAF) review that solicits feedback from employees on inclusivity in the workplace.

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
Budget Services Section	TBD	GF/OF/FF

**Note:** If additional rows of the below table are needed, place cursor 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.

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**SECTION 12. SIGNATURES**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date