



State of Oregon Position Description

Company: Department of Early Learning and Care
Organization: Data, Analysis, and Research Team - DELC
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Research Analyst 3	Job Profile ID:	C1117
Business Title:	Child Care Research Analyst	Position ID:	000000157977
Employee Name:		Company ID:	58800
Representation:	OAS	Budget Auth No:	1413350
Location:	Salem DELC Summer Street		
Supervisor:	Carrie Leonard (interim)		
Position:	Research Analyst 3		
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

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.

The Department of Early Learning and Care (DELC) 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 this position is to build, govern and maintain the data pipeline and reporting infrastructure specific to child care providers and child care assistance programs within DELC's Snowflake data warehouse environment. Responsibilities include designing and maintaining data transformation workflows, developing business intelligence dashboards and reports, analyzing data, developing policy recommendations, collaborating on data governance, collaborating with partners, and ensuring compliance with federal reporting requirements. The role also involves advising DELC leadership and external partners on data-driven decisions to improve child care access and equity, particularly for underserved communities, and supports fiscal reporting and analytics needs.

across the agency.

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.

55% NC/E Child Care Data Engineering, Analysis and Management

- Design, build, and maintain data pipelines and transformation workflows (stage-to-raw-to-analytics patterns) within DELC's Snowflake data warehouse environment
- Write and optimize SQL queries and data models to support child care research, licensing, ERDC, and other child care program data
- Plan and coordinate data collection necessary to answer key policy questions related to child care in tandem with the CCDF team
- Serve as the Data Steward for DELC-owned ERDC data related to families, providers, reimbursements, co-pays, etc.
- Conduct quality assurance to validate data related to child care licensing, ERDC, and other child care programs
- Data Steward for DELC-owned ERDC data related to families, providers, reimbursements, co-pays, etc.
- Build and maintain Power BI dashboards and reports for internal and external stakeholders
- Develop policy recommendations related to child care policy and child care assistance programs based on data analysis and research findings
- Plan and conduct data analysis for quantitative and qualitative research projects on child care, including statistical analysis from large data sets
- Document data pipeline architecture, transformation logic, and methodology for reports, dashboards, and visualizations
- Track data on supply, demand, distribution, and quality of child care and prepare reports and data visualizations
- Present and explain data with leadership, staff, and other agencies and interested parties

15% N/E — Fiscal Reporting and Business Intelligence

- Develop and maintain Power BI reports and dashboards supporting fiscal reporting, budget tracking, and program expenditure analysis
- Build data models connecting child care program data with fiscal and budget data sources to support agency financial reporting needs
- Collaborate with Budget and Accounting staff to translate fiscal reporting requirements into technical data solutions
- Support ad hoc fiscal and program analytics requests from DELC leadership and Operations Division
- Plan, coordinate data collection, and perform analysis for federal reporting, including statistical analysis of data from child care assistance programs.
- Identify data and data sources needed to complete federal reports, including for CCDF.
- Assist CCDF Administrators in analyzing federal data reports for policymaking purposes.

10% NC/E Data Collection & Coordination with Partners

- Coordinate with other State agencies (e.g., ODHS) and non-agency partners (e.g., WOU, OSU, 211, PSU) to receive data needed to provide a complete picture of supply, demand, cost and quality of childcare in Oregon and for the characteristics of Oregon's child care workforce.
- Receive data transfers and organize data necessary to conduct research projects on childcare within DELC's Snowflake data warehouse environment.
- Provide technical expertise and work with partners to resolve questions around data and data quality.
- Support the development of data sharing agreements with the research and evaluation partners to support internal and external research and evaluation projects.
- Work with information systems staff in the design of new or enhanced data collections and automation of data aggregation and tracking.
- Develop and document Standard Operation Procedures for the retrieval, storage, and processing of partner data.

5% NC/E Child Care Data Consultation & Support

- Present and explain child care data and findings to leadership and staff, other agencies, legislative bodies and external organizations.
- Provide technical expertise and answer questions from other State agencies and external partners on Oregon child care data and data sources.
- Provide support and technical expertise to staff in identifying and understanding Oregon child care data.

10% N/E Data Governance

- Has a comprehensive knowledge of assigned data area(s) and information management principles and guidelines defined by the Agency and can apply them to support good data practice. This includes but is not limited to requirements relating to data management, data sharing, data quality, data security, privacy and ethics, and data equity.
- Can contribute to the creation of internal processes and procedures in support of data governance in alignment with current legislative and organizational requirements.
- Can advise others on the proper application of data and information management concepts in relation to their assigned data area(s).
- Can implement measures to mitigate ethical concerns and the potential for misinterpretation or misuse.
- Maintains data documentation for their assigned data area(s), which may include data dictionaries, data sharing agreements, data classification, etc.
- Monitoring data for compliance with data standards as defined by the Agency and resolving or reporting issues to data owners or lead data steward.
- Manage lifecycle of datasets within their assigned data area(s).
- Works with data stewards, data owners, and other data staff to support data governance implementation for the Agency, including process improvement and data governance initiatives.
- Daily maintenance of assigned data area(s), such as resolving issues around data collection and use, ensuring data meets Agency standards, creating and updating data documentation (e.g., tailored procedures, data dictionaries, etc.), and meeting with other data stewards and owners as needed (e.g., monthly workgroup meetings).

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.

* 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.

Your position requires a high volume of customer service. It is essential that you provide good customer service at all times as anything less adversely affects the public perception of the agency. You must be courteous and professional in all your interactions. While customers at times can be difficult to deal with, you need to conduct yourself in a manner that is respectful and courteous to every customer. 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.

Position requires the ability to work independently and make decisions regarding competing priorities.

Must be able to effectively communicate technical and other research related information with diverse individuals.

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 statutes and regulations, Oregon Revised Statutes and Oregon Administrative Rules. Federal CCDF regulations.

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	How	Purpose	How Often?
DELC IT	In Person, by email, chat or telephone	Consultation and coordination	As Needed
DELC Policy and CCDF Administration	In Person, by email, chat, or telephone	Consultation and coordination	Weekly
National research partners	In Person, by mail, email or telephone	Consultation	As Needed
OCCRP& other research partners	In Person, by mail, email or telephone	Consultation and coordination	As Needed
ODHS	In Person, by mail, email or telephone	Consultation and coordination	Monthly
Other regulatory agencies	In Person, by mail, email or telephone	Consultation and coordination	As Needed
Data Governance Work Group	In Person, by mail, email or telephone	Share Information/Collaboration	Monthly
Lead Data Steward	In Person, by mail, email or telephone	Share Information/Collaboration	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Work requires incumbent to be highly motivated/independent/self-directed and have the ability to deviate from standard approaches and adapt to existing or develop new research and data collection methods.

Must self prioritize to rapidly changing workload demands to ensure timely completion of important assignments. Evaluate new projects and shift in research objectives to ensure priorities align with program goals and agency wide priorities.

Must exercise sound judgement regarding research projects and data to ensure accurate and timely information is shared appropriately.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Chief Research, Analytics, and Data Officer	2350058	In Person, by mail, email or telephone	As Needed	Provide guidance, determine job performance, and provide feedback

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:

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.

This position may require occasional travel; therefore, 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.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

_____ Employee	_____ Date
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_____ Manager	_____ Date
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_____ Appointing Authority	_____ Date
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