



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/19/2024

This position is:

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

Agency: Department of Early Learning & Care

Facility: Programs - DELC

New Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title, b. Classification No, c. Effective Date, d. Position No, e. Working Title, f. Agency No, g. Section Title, h. Budget Auth No, i. Employee Name, j. Repr. Code, k. Work Location, l. Supervisor Name, m. Position, n. FLSA, o. Eligible for Overtime

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 (DELIC) 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.

The mission of the Oregon Department of Early Learning and Care (DELIC) 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.

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 lead and supervise the Community Systems Office and to develop and manage DELC’s approach to designing and implementing regionally-based strategies to ensure that all Oregon families have access to high-quality early learning and care experiences. The Community Systems Office includes staff supporting the Early Learning Hubs, coordinated enrollment for early learning programs, parent/family education and leadership, and child care business support.

This position works with local partners like community organizations, the Early Learning Hubs, and Child Care Resource and Referral Networks (CCR&Rs) to identify local needs and solutions. The position collaborates with other DELC offices, including the Office of Child Care Assistance, the Program Design and Administration Office, the Professional Learning Office, Tribal Affairs Office, and Social Equity Office, to design and implement changes to programs and policy to address those identified needs or incorporate local solutions as appropriate. This includes the development, interpretation and implementation of policy and procedures, administrative rules, and legislative concepts. This position also collaborates closely with local and state agencies to ensure policy alignment across sectors.

**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
35%	R	E	<p><b><u>Manager of the Community Systems Office</u></b></p> <ul style="list-style-type: none"> <li>• Perform supervisory functions for the Community Systems Office, including by: delegating work to team members, supervising team members in prioritizing work, developing work plans, and supporting and monitoring implementation of work plans</li> <li>• Support goal setting and professional learning of team members</li> <li>• Conduct performance reviews</li> <li>• Interview and select team members</li> <li>• Develop and monitor budget for Community Systems Office</li> <li>• Discharge and fire staff</li> </ul>
50%	R	E	<p><b><u>Leadership and Strategic Planning for Community Systems</u></b></p> <ul style="list-style-type: none"> <li>• Lead the ongoing development and management of community systems for DELC, including working with internal staff and external partners to develop and implement the vision, goals, strategies, metrics for the work</li> <li>• Foster collaboration between regional partners and staff managing community-based programs by building processes, communications channels, and strong working relationships to help ensure programs understand and address community needs</li> <li>• Provide leadership in continuously improving implementation of the work associated with Early Learning Hubs and cross-</li> </ul>

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

			<p>sector partnerships, including monitoring, technical assistance, and grant management</p> <ul style="list-style-type: none"> <li>• Oversee coordinated enrollment design, implementation and ongoing operations</li> <li>• Support the advancement of parent/family education and leadership, including through Hub parent advisory councils</li> <li>• Collaborate with the Professional Learning System Team to establish vision and goals for a professional learning system rooted in community expertise</li> <li>• Collaborate with the Program Design and Administration Office to incorporate local needs and solutions into program design and implementation</li> <li>• Identify barriers and foster opportunities for collaboration between Early Learning Hubs and other early learning system partners (e.g., Coordinated Care Organizations, Early Childhood Education programs, providers, and Child Care Resource &amp; Referral Networks)</li> <li>• Problem-solve and adapt strategies based on new information</li> <li>• Oversee, perform, and delegate key tasks related to implementation of community systems</li> <li>• Ensure the system is working to advance opportunities and outcomes for children and families of color, children with disabilities, children and families struggling economically, and other priority populations determined by DELC leadership based on data and community and partner input.</li> <li>• Manage the development, interpretation and implementation of policy and procedures, administrative rules, and legislative concepts related to Community Systems.</li> <li>• Manage procurement and grant activities for community systems partnerships and contracts</li> <li>• Act as point for legislative activities related to community systems, including developing and presenting reports, data, and responses for the legislature</li> </ul>
10%	R	E	<p><b><u>Cross-sector &amp; Cross-agency Collaboration and Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Collaborate with peers within the Oregon Department of Education, Department of Human Services, Oregon Health Authority, and Housing and Community Services to establish or strengthen cross-sector partnerships at the community-level</li> <li>• Meet regularly with state agency partners to facilitate communication around DELC community-based work, including Early Learning Hubs and Child Care Resource &amp; Referral Networks</li> <li>• Work in collaboration with the Early Learning Council (ELC) to facilitate cross-sector work through ELC committees</li> <li>• Collaborate with external partners to ensure that community systems are responsive to the needs of all children and families</li> </ul>
5%	N	NE	<p><b>Other Duties as Assigned</b></p>

ALL TIMES	N	E	<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>
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and

**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.**

This position requires occasional travel throughout Oregon and possibly out of state to attend education initiative meetings and public events. Occasional attendance at meetings before and after regular working hours and on weekend will be required. Represent the agency at meetings with board members, legislators and legislative staff, stakeholders and partners, the Department of Administrative Services and the public. A valid ODL and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation is required.

**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 laws, Oregon Administrative Rules, Legislative Fiscal Office and Department of Administrative Services budget guidelines; Oregon Accounting Manual; Collective Bargaining Agreements; All Statewide policies and procedures (State Procurement, Human Resources, Risk and Safety, Fleet, Facilities, PEBB and EAP, etc.) protocols and procedures.

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

These guidelines are used to ensure that DELC operational practices are consistent with applicable statutes, contracts, rules, regulations and best practices.

**SECTION 6. WORK CONTACTS**

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

<b>Who Contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often?</b>
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Early Learning System Director	In Person/Phone/Email	Decision making; discussion	Regularly
All other DELC units	In Person/Phone/Email	Decision making; discussion; consultation	Regularly
DELC Program Team	In Person/Phone/Email	Decision making; discussion; consultation	Regularly
Early Learning Council Members	In Person/Phone/Email	Decision making; discussion; consultation	Regularly
Early Learning Hub staff and governance members	In Person/Phone/Email	Decision making; discussion; consultation	Regularly
Child Care Resource and Referral staff and related stakeholders	In Person/Phone/Email	Decision making; discussion; consultation	Regularly
Agency Heads	In Person/Phone/Email	Consult, problem-solve	As needed
Governor, Governor's Office	In Person/Phone/Letter	Decision making, consultation	As needed
Legislators	In Person/Phone/Letter	Consult, coordinate, problem-solve	As needed
Private Sector	In Person/Phone/Letter	Problem-solve, inform, receive input	As needed
Federal Government	In Person/Phone/Letter	Decision-making, consult	As needed
Local Government Entities	In Person/Phone/Letter	Consult, problem-solve	As needed
Stakeholders, media and citizens	In Person/Phone/Letter	Consult, problem-solve	As needed

**SECTION 7. POSITION RELATED DECISION MAKING**

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

This position carries broad authority and freedom to act as representative of DELC to the public and agency partners. This position determines high-level strategies and sets department-wide priorities, goals and objectives. This position represents DELC in negotiation, discussions and makes decisions affecting the department's budget and strategic direction.

Decisions this position makes autonomously include those related to staff management, such as work assignments, as well as operational decisions, such as internal procedures and policies and budget management for the Community Systems Office. The position develops recommendations and seeks approval from senior leadership, the Early Learning Council, and other key governance groups about the overall approach to community systems development and implementation of strategic plans and potential changes to agency programs or policy.

**SECTION 8. REVIEW OF WORK**

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

Classification Title	Position Number	How	How Often	Purpose of Review
TBD		Observation, customer/staff/stakeholder feedback, evaluation of work products and relationships	Continuously	To evaluate the effectiveness and influence of the incumbent.

**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? 7

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How many employees are supervised through a subordinate supervisor? 0

- b.** Which of the following activities does this position do?
- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Plan work<br><input checked="" type="checkbox"/> Assigns work<br><input checked="" type="checkbox"/> Approves work<br><input checked="" type="checkbox"/> Responds to grievances<br><input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Coordinates schedules<br><input checked="" type="checkbox"/> Hires and discharges<br><input checked="" type="checkbox"/> Recommends hiring<br><input checked="" type="checkbox"/> Gives input for performance evaluations<br><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:

This position requires deep understanding of, and commitment to, the policy, practice, vision and strategies employed in the Governor’s education transformation. The position requires deep connections and trust among high-level education leaders, both inside and outside of state government, and the ability to make high-level decisions consistent with the direction and vision set by the Governor and Early Learning System Director. The position requires an astute political acumen and experience in managing diverse activities and individuals. It also requires a strong operational background in creating, managing and leading an organization; including design, development, operation, and improvement of the systems that create, align and deliver outcomes and strategic direction.

- This position also requires:
- Knowledge of systems-thinking based theories and practices
  - Knowledge of legislative process
  - Knowledge of statewide budget process, policy and practices
  - Knowledge of policy analysis and decision making
  - Knowledge of government structure with respect to related agencies and programs and the ability to build collaboration, cohesiveness and maintain credibility with all levels of elected officials, special interest groups, public, co-workers and subordinate staff
  - Excellent verbal and written communication and conflict resolution skills

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.

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.

**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