



STATE OF OREGON  
POSITION DESCRIPTION

**Agency:** Department of Early Learning and Care

**Facility:** Child Care Licensing Division

New       Revised

**Position Revised Date:**  
10/01/2023

**This position is:**

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

### SECTION 1. POSITION INFORMATION

a. Classification Title:	Compliance Specialist 1			b. Classification No:	C5246		
c. Effective Date:	10/01/2023			d. Position No:	2115112		
e. Working Title:	Compliance Specialist 1			f. Agency No:	58800		
g. Section Title:	Compliance			h. Budget Auth No:			
i. Employee Name:				j. Repr. CDELc:	OAS		
k. Work Location (City – County):	Salem - Marion						
l. Supervisor Name (Optional): Katrina Gannon-Peterson							
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	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 Child Care Licensing Division (CCLD) is a division of the Oregon Department of Early Learning and Care (DELC). Its mission is to support all of Oregon's young children and families to learn and thrive. CCLD values equity, dedication, integrity, and collective wisdom making a positive impact to benefit Oregon's children and families.

The DELC is responsible for oversight of a statewide early care and education service delivery system. This work includes administration of state and federal early care and education programs such as state preschool, home visiting, Relief Nurseries, Early Learning Hubs, and professional learning for early childhood professionals. The Early Learning Council, a Governor-appointed public board charged with coordinating a cross-sector system at the state level to improve kindergarten readiness, serves as the policy-making body for the DELC.

As Oregon's child care agency, the DELC is also responsible for the design and implementation of the state's child care work. This includes the licensing program (Child Care Licensing Division or CCLD), professional development, and quality improvement (Spark) along with responsibilities for the development and implementation of the state's child care plan pursuant to the federal Child Care and Development Fund (CCDF). Staff members are located in a central office in Salem and in field offices in various parts of the state.

**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:**

Support the goals of the division through expertise in licensed child care and the Central Background Registry. A Compliance Specialist 1 is a state level position in CCLD that focuses on the division's responsibility to provide safe and healthy environments for children through the licensing of family child care providers. The Compliance Specialist 1 works with a team which processes applications for registered family child care, receives and reviews complaint allegations, reviews compliance history to determine possible legal action needed, conducts criminal history and child protective history checks. In addition, the Compliance Specialist 1 provides information to the public about individual providers (status and compliance history) and is the central contact person for regulatory communication with the division's field office staff.

The position requires knowledge of all types of child care; knowledge of statutes and rules related to licensed child care; and knowledge of statutes, rules and procedures related to criminal and child protective services records and their application to licensed child care homes.

### 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
20%	R	E	<p><b><u>Communicate with the Public, Providers, Partner Agencies, and DELC/CCLD Staff</u></b></p> <ul style="list-style-type: none"> <li>• Answer complaint and compliance history phone lines.</li> <li>• Obtain and document information from complainants on the nature of and circumstances surrounding their complaint.</li> <li>• Review complaints for regulatory issues and assign regulatory complaints to Investigations Manager</li> <li>• Respond to questions (status, compliance history, etc.) from providers and the public regarding providers</li> <li>• Direct public to statutes, regulations, policies and procedures.</li> <li>• Clarify processes and procedures for providers, who are often frustrated, angry and difficult.</li> <li>• Provide and/or receive information on child care providers from central office staff, field operations staff, and partner agencies when applicable.</li> <li>• Draft and send letters to parents of child care children providing notice of certain events.</li> <li>• Send legal notices and orders via certified mail.</li> <li>• Make mandatory child abuse and neglect reports to Oregon DHS when applicable.</li> <li>• Assure proper and timely entry in the CCLD data system.</li> <li>• Archive/close files when needed.</li> </ul>
35%	R	E	<p><b><u>Participate in Central Background Registry Actions</u></b></p> <ul style="list-style-type: none"> <li>• Review LEDS, child abuse, and other background information about Central Background Registry applicants and enrollees.</li> <li>• Assist Senior Legal and Compliance Specialists in making judgment on whether information provided by applicant is adequate.</li> <li>• Work with other Compliance staff in recommending possible legal actions against Central Background Registry applicants or enrollees in response to serious felonies and misdemeanors involving violence or unauthorized sexual contact.</li> </ul>

			<ul style="list-style-type: none"> <li>• Draft legally sufficient Central Background Registry notices and orders under the guidance of the Senior Legal and Compliance Specialists.</li> </ul>
40%	R	E	<p><b><u>Participate in Child Care Facility Actions</u></b></p> <ul style="list-style-type: none"> <li>• Draft legally sufficient facility notices and orders under the guidance of the Senior Legal and Compliance Specialists.</li> <li>• Draft chronological histories of facilities' compliance records</li> <li>• Make recommendations to Senior Legal and Compliance Specialists, the Compliance Manager, the Legal and Enforcement Director, and other CCLD management regarding legal action necessary to protect children.</li> </ul>
5%	N/C		<p><b><u>Other Duties</u></b></p> <ul style="list-style-type: none"> <li>• Perform other duties and special projects as assigned; attend unit meetings; occasional travel.</li> </ul>
At all times	R	E	<p><b><u>Commitment to Equity</u></b></p> <p>In addition to the cultivation of equitable practices across all aspects of position description:</p> <ul style="list-style-type: none"> <li>• Learn and apply knowledge and skills to interrupt systemic oppression.</li> <li>• Participate and engage in efforts to further Child Care Licensing Division wide efforts to develop and implement the Equity Breakthrough Team work plans.</li> <li>• Have knowledge of and apply tools, such as the Equity Lens, Culturally Responsive Community Engagement took, etc., to all the work to ensure that the shared vision and mission of the Child Care Licensing Division is clearly articulated in all the work produced.</li> </ul>
At all times			Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Sets clear guidelines and models expected professional behaviors.

## 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.**

Daily working conditions/demands:

1. Extensive use of personal computer, including input and retrieval of information in the licensing database, internet research on work related topics, word processing, generating letters and notices.
2. Extensive use of department email and calendaring system.
3. Perform assigned duties while dealing with regular interruptions.
4. Be able to explain rules and statutes effectively to individuals with a wide variety of backgrounds and abilities.
5. Frequently work with highly sensitive and confidential materials while strictly adhering to DAS, department and CCLD confidentiality policies and standards.
6. Demonstrate tact and diplomacy while maintaining a professional and courteous manner with co-workers, as well as internal and external customers who may be frustrated, angry and hostile.
7. Perform work within an open and often noisy work environment.
8. Frequent use of the telephone.
9. Prepare written documents by handwriting and typing.
10. Must place and retrieve file documents in a variety of different filing cabinets from ground level up to six feet which requires the use of a step stool or a stepladder and be able to lift up to 40 lb.
11. Long periods of sitting or standing may be required for this position.
12. May require occasional travel, possibly overnight.
13. Required to complete a child protective services and criminal background check, including FBI fingerprinting for CJIS clearance, and maintain enrollment in the CBR.

## 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.**

- DAS, Department of Early Learning and Care, Child Care Licensing Division and Oregon State Police/CJIS/LEDS policies and procedure manuals, statutes, administrative rules, desk manuals, computer manuals.
- Oregon Equity Lens
- Early Learning Council policies and procedures
- Oregon State and Federal Civil Rights Laws and Regulations
- Department of Early Learning and Care policies and procedures
- Caring for Our Children, Best Practices Guidelines for Child Care Licensing

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

The individual must know guidelines well and apply them uniformly at all times. Guidelines are used to properly process child care applications, initiate legal actions, respond to complaints, enter data into the provider database, research complaints and communicate with others without breaching confidentiality

## 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"</i>			
CCLD Staff	Phone, E-mail, in person	Give receive information	Daily
DELC Staff	Phone, E-mail, in person	Give receive information	Daily
General Public	Phone, E-mail, in person	Give receive information	Daily
Child care Providers, registry applicants and enrollees	Phone, E-mail, in person	Give receive information	Daily
Other State Agencies	Phone, E-mail, in person	Give receive information	Daily
Community Agencies	Phone, E-mail, in person	Give receive information	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position uses initiative and judgement without direct supervision, and in the absence of managers and specialists, analyzes situations and makes decisions in accordance with established policies, rules and regulations pertaining to the job, using guides, instructions, manuals, and precedence in carrying out assignments.

Decisions affect whether an application requires further review by management before going forward, customer satisfaction and the division's public image. Timely processing of applications, legal actions, and complaints that may directly affect the health and safety of children.

## 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 cursor at end of a row (outside table) and hit "Enter".

Compliance Manager	PEM D	Observation, in person, document review, input from internal and external customers and annual review.	Daily	Evaluate/Input

## 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?

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:

Broad knowledge of infant toddler development and systems.

This position requires a strong attention to detail and accuracy in creation of legal documents and other correspondence. It also requires the ability to manage multiple projects and deadlines, while completing independent work and team projects.

Information reviewed by this position can contain disturbing information relating to the abuse and neglect of children and criminal histories of individuals

This position must be open to having their work reviewed and receiving constructive feedback.

This position provides continuous interpretations and explanations of state laws, regulations, rules, procedures and policies. This position resolves discrepancies in specific, non-routine situations, and interprets program requirements and qualifications necessary for compliance with rules governing licensed child care facilities, recorded programs, and CBR enrollees. This position recommends denial of family child care registrations.

This position processes, reviews and analyzes criminal histories through LEDS, OJIN, FBI, OR Kids. This requires thorough and specialized knowledge of the program and related informational resources, such as Oregon Law Enforcement Data System (LEDS), Federal Bureau of Investigation (FBI), Oregon Judicial Information Network (OJIN) and Child Protective Services (CPS).

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.

Decisions made in this position have a direct impact on the enrollment in the CBR and child care facility licenses.

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

## **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

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Date

Appointing Authority Signature

Date