



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/25/2024

This position is:

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

Agency: Oregon Department of Early Learning & Care

Facility: Early Learning and Care

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Business Operations Administrator 1
b. Classification No: X7082
c. Effective Date:
d. Position No: 2350058
e. Working Title: Policy & Planning Director
f. Agency No: 58800
g. Section Title: Early Learning & Care
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: MESN
k. Work Location (City - County): Salem - Marion
l. Supervisor Name (Optional): Alyssa Chatterjee

m. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share

n. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
o. 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 (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. DELIC also supports child care professionals by providing technical assistance, professional development opportunities, business services, licensing, grants and other resources. DELIC was created by the Oregon Legislature in 2021 to unify and strengthen Oregon's early learning system. On July 1, 2023, DELIC 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 (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. 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 Policy & Planning Director leads the policy, legislative, communications, planning, child care labor relations, Early Learning Council, and Child Care and Development Fund work of DELC. This includes

- developing and securing support for the policy priorities of DELC
- developing and securing support for the legislative priorities of DELC
- overseeing DELC’s communications and public affairs work
- overseeing the development and implementation of the Child Care and Development Fund
- overseeing the development and implementation of the Early Learning Council
- leading the development of the cross-sector plan of the Early Learning Council (Raise Up Oregon), the federally-required CCDF plan, and designing policy goals for the DELC strategic plan
- providing leadership for the cross-agency team, known as Raise Up Oregon Agency Implementation Coordination Team, that supports the implementation of the Early Learning Council Raise Up Oregon strategic plan

The Director is responsible for a team whose work includes policy development, government affairs, Early Learning Council administration, Raise Up Oregon Agency Implementation Coordination Team, and Communications. The Director ensures strategic direction, alignment and coordination, and ongoing management of all staff. The Director and the staff work collaboratively with others in DELC, including the Program and Operations staff, with cross-sector partners across multiple state agencies, and with external partners.

The Director is an experienced leader with substantive, working knowledge of early learning and care policy, legislation, public affairs, systems and strategies and their impact to advance an equitable early learning and care system that meets the needs of all children and their families and supports the early learning and care workforce, and demonstrated experience in the design and execution of strategy work in early learning and care. The Director stays up to date on current early learning and care policy, legislation, planning, program and strategic trends, innovations and outcomes from throughout the United States, as well as federally and internationally. The Director has demonstrated skills in understanding and problem solving within the complexity of state-based early learning and care systems; works adeptly with internal and external partners in a way that builds collaboration and maintains credibility; and makes decisions to advance the mission of DELC and the specific responsibilities of the functional areas for which they are responsible.

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
30%	NC	E	<p>Policy and Planning</p> <ul style="list-style-type: none"> • Develop policy options, strategy and vision, vet with Early Learning System Director, Deputy Director of Programs, and Deputy Director of Operations, and pursue policy priorities set

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

			<p>by the Early Learning System Director</p> <ul style="list-style-type: none"> • Work with external partners to advance DELC’s policy priorities • Work with internal partners in program and operations to ensure clear understanding, advancement, and coordination of DELC policy priorities • Establish and oversee implementation of policy goals and partnerships that align to the agency’s strategic plan and DEI Action Plan. • Lead coordination and collaboration with the Early Learning Council, the Governor’s office, the Oregon Legislature, the federal Office of Child Care and other federal partners, advocates, communities, and parents and families to develop and support the agency’s policy agenda. • Provide leadership and oversight for Oregon’s Child Care and Development State Plan in compliance with federal requirements. • Provide leadership in working with the Oregon legislature and Governor’s Office in developing legislation and supporting policy development. • Plan and organize work to accomplish DELC’s goals efficiently and effectively, drawing on the strengths and ideas of team members. • Ensure sound development of strategic plans including Early Learning Council’s strategic plan, DELC’s strategic plan, and the CCDF plan • Participate in forums and convenings at the state, federal, and international levels around best practices and emerging trends related to early learning and care policy and practice; build and maintain relationships with peers in other states and in various policy circles to help determine what could be adapted to advance Oregon’s system.
25%	NC	E	<p><u>Government Affairs and Communications</u></p> <ul style="list-style-type: none"> • Ensure planning and implementation supports are in place for effective government affairs and communications work • Oversee legislative affairs, including responsibility for setting up and maintaining processes and procedures for bill analysis and tracking, legislative presentations and report development and distribution, and other key legislative work. • Oversee both internal and external communications, ensuring communications channels and processes are developed and implemented to disseminate information, solicit and receive input and feedback from key audiences, and advance agency goals and objectives. • Oversees child care labor relations, including working with the Department of Administrative Services on strategy for bargaining.

15%			<p><u>Management and Administration</u></p> <ul style="list-style-type: none"> • Provide effective leadership to inspire, motivate and guide all staff • Provide individual supervision to direct reports, inclusive of one-on-one supervision and development and implementation of work plans • Prepare performance appraisals, recommend personnel actions regarding staff; take correct action to resolve identified performance deficiencies. and ensure professional learning opportunities to support growth and development • Document performance, conduct periodic performance reviews, and provide recognition for progress and provide feedback for improvement • Interview and select team members. • Establish and maintain communications to support the team's understanding and sound implementation of the agency's mission and the specific work of the team • Develop and monitor the budget for the work of the team
20%	NC	E	<p><u>Cross-sector & Cross-agency Collaboration and Coordination</u></p> <ul style="list-style-type: none"> • Collaborate with staff within the Oregon Department of Education, Oregon Department of Human Services, Oregon Health Authority, Oregon Housing and Community Services, Higher Education Coordinating Commission, and other relevant state agency partners to establish or strengthen cross-sector partnerships that support the implementation of <i>Raise Up Oregon</i>. • Meet regularly with state agency partners to facilitate communication around early learning and child care policy-development and the work of the Early Learning Council. • Work in collaboration with the Early Learning Council to facilitate cross-sector work through ELC committees. • Lead the <i>Raise Up Oregon Agency Implementation Coordination Team</i> and its coordination with the Early Learning Council. • Collaborate with external partners to ensure that the policy and research agenda of the agency are responsive to the needs of all children and families. • Establish relationships with national and other state agency partners outside of Oregon to ensure opportunities for continuous improvement and policy development across DELC.
10%	NC	E	<p><u>Agency Culture & Organization</u></p> <ul style="list-style-type: none"> • Serve as a member of the Executive Leadership Team to coordinate policy and program-level work. • Act as a leader for DELC in organizational structure and culture.

ALL TIMES			<p><u>Commitment to Equity</u> 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.</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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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, and partners, the Department of Administrative Services and the public.

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?

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>			
Early Learning System Director	In Person/Phone	Decision making; discussion	Daily
Program Administrators	In Person/Phone	Decision making; discussion	Daily/Weekly
Agency Heads and staff	In Person/Phone	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
Partners, advocates, 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 the agency 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.

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>				
Early Learning System Director		Observation, customer/staff/partner feedback, evaluation of work products and relationships	Continuously	To evaluate the effectiveness and influence of the incumbent.

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? 10

How many employees are supervised through a subordinate supervisor? 5

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:

This position requires deep understanding of, and commitment to, the policy, practice, vision and strategies. The position requires deep connections and trust among high-level early learning and care 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 must understand complex programs and issues and be able to facilitate program and priority discussions, decision-making and to articulate information to various audiences.

This position also requires:

- Knowledge of federal early learning and care policy
- Knowledge of Oregon early learning and care policy
- Working knowledge of early learning and care policy approaches in other states
- 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 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 is required.

This position meets the executive service criteria in ORS 240.205 (3). The incumbent in this position serves at the pleasure of and is appointed by the Department Director with approval from the Governor. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

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
<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