



State of Oregon Position Description

Company: Department of Early Learning and Care
Organization: Compliance and Program Integrity Office - DELC
Service Type: Represented

SECTION 1. POSITION INFORMATION

Job Profile Title:	Operations & Policy Analyst 2	Job Profile ID:	0871
Business Title:	Grant In Aid Compliance & Program Integrity Specialist (Unfilled)	Position ID:	000000158027
Employee Name:		Company ID:	58800
Representation:	OAS	Budget Auth No:	1417491
Location:	Salem DELC Summer Street		
Supervisor:	Brittany Strang		
Position:	Compliance and Regulatory Manager 2		
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) 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.

The Grant in Aid/Program Integrity Compliance Unit within DELC is a new unit established to ensure Program Integrity through a cross programmatic monitoring and compliance lens that includes: preventing, detecting and responding to complex fraud, waste, and abuse allegations; ensuring public funds are used appropriately and transparently; aligning investigations that the agency may engage in; tracking compliance and monitoring of all statutory, regulatory, and policy requirements; aligns needs for accurate data, documentation, and reporting within the agency and partners for accountability in responsible program delivery. The primary purpose of this position is to align programs into the overarching unified agency approach to compliance through the GIA Compliance Unit through implementing process improvements specific to program monitoring, metric implementation, coordination of systems that align with the GIA Compliance unit tracking needs and supports the work of others and integrating priorities, recommendations and protocols into a cohesive approach. This position also serves as the legislative point of contact for the unit.

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.

50% N/E Program Compliance Alignment

- Review current internal program practices across all Grant in Aid contract and/or grant agreements to determine best practices for internal collaboration between the Grants Management team, program and the GIA compliance unit, identifying where cross collaboration around reviews, monitoring and technical assistance should occur.
- Supports process development that could lead to payments being held or a program being found in non-compliance.
- Makes recommendations for development and implementation of metrics for internal and external identification of tracking GIA and reflecting quality, quality assurance, effectiveness and program integrity for each program.
- Supports short- and long-term alignment of program integrity policy needs with budget once the Fiscal Integrity work is completed.
- Formulate policy and design operational systems to support the work of the GIA Compliance Unit and Program Integrity work. Advise agency management on benefits of different policy options. Write or revise policy to mitigate operational risk. Evaluate statutes, legislative and executive intent, and operating procedures; develop comprehensive evaluation of affect to agency operations. Research current trends on program and fiscal integrity best practices related to agency operations, formulate policies and suggest philosophy or changes in practice.
- Analyze policy proposals and recommend agency action based on probable political and public reaction to changes in policy. Interpret and explain agency policy and rules to staff, legislators, and the public.

25% N/E Legislative Work

- Initiate and coordinate legislative changes to support policy options; design systems to implement changes in legislation. Evaluate legislation affecting agency programs for fiscal and other programmatic impact. Manage and coordinate unit legislative tracking system. Write suggested draft language for legislative bills. Coordinate the writing or write reports outlining impact of legislative proposals on agency operations. Monitor federal or state legislation, and evaluate for programmatic impact; plan needed changes in operations and procedures. Research and prepare background information on legislative proposals for use by executive management; recommend agency position. Translate legislation into program goals, actions and service plans. Recommend changes in legislation to bring about needed changes in program operations.

15% N/E Systems and Project Management

- Track monitoring gaps and describe how upcoming or planned systems (e.g., Snowflake, ELMS, ERDC modernization) will address them. Works alongside agency system leaders to identify recommendations as issues arise with short-term controls until full system capabilities are in place.
- Lead and facilitate planning meetings with cross-functional and interdisciplinary teams to develop recommendations for improvements of monitoring and compliance standards for DELC administered early learning programs.
- Develop project plans and tracking systems for assigned work.

10% N/E Other duties as assigned including supporting needs of the unit as emerging issues arise.

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.

Requires input and retrieval of information from different computer systems. Requires strong communication skills by telephone, in writing, and in-person. May require prioritization of heavy volume of work, pressure of rush jobs and deadlines which require quality finished product. May require occasional travel.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- DELC program quality requirements and implementation fidelity framework
- State statutes and rules
- Federal statutes and regulations, Oregon Revised Statutes and Oregon Administrative Rules for the Office of Child Care, Oregon State Police criminal record evaluations, and Child Protective Services.
- Oregon Equity Lens
- Individuals with Disabilities Education Act (IDEA)
- Early Learning Council policies and procedures
- Oregon State and Federal Civil Rights Laws and Regulations

How are these guidelines used?

The above are used to identify options and direct policy changes, clarify intent, and identify needed system support changes.

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?
CCLD	In Person, by mail, email or telephone	Coordination for valid and serious valid findings for grantee	As Needed
Other DELC offices	In Person, by mail, email or telephone	Collaboration and contribution to cross cutting discussions; ensuring engagement and alignment of work	As Needed
RAD Team	In Person, by mail, email or telephone	Support with data compilation strategies and review	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decision making authority within assigned work. Able to plan, schedule, and carry out projects. Can decide the scope of projects. Decisions made may impact work flow and actions of team members

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
GIA Compliance Manager	2535058	In Person, by mail, email or telephone	As Needed	Monitor and guide work and work approvals

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.

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.

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

Manager

Date

Appointing Authority

Date