



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/2024

Agency: Department of Early Learning and Care

Facility: Salem | DELC | Summer St

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Office Specialist 2; b. Classification No: C0104; c. Effective Date: 7/1/2024; d. Position No: 0390064; e. Working Title: Background Support Specialist; f. Agency No: 58800; g. Section Title: CCLD/Background Check Unit; h. Budget Auth No: 1413257; i. Employee Name; j. Repr. Code: OAS; k. Work Location (City - County): Salem-Marion; l. Supervisor Name (Optional): Hope Hicks; m. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, 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 (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.

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:

Provide a range of services in support of the Central Background Registry (CBR). This position serves as an office specialist in the background unit in order to assist in processing the completion criminal history and child protective service checks as a prerequisite for child care licensing processes. This position ensures that background check processes are carried out in conjunction with DELC equity policies and practices.

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
80	NC	E	<p>Background check:</p> <ul style="list-style-type: none"> • Conduct criminal and protective service background checks on subject individuals at the 30 month juncture of enrollment in the CBR. • Update daily the National Sex Offender Registry (NSOR) results for CBR applicants. • Process quarterly LEDS scans. • Explain program rules, guidelines or status of background checks over the phone or in person.

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

			<ul style="list-style-type: none"> • Request FBI fingerprinting or other information needed to determine an individual's eligibility for enrollment in the CBR. • Develop and send correspondence to applicants notifying them of the status of their application and pending issues. • Keep managers/lead worker advised of potential problems. • Capture, retrieve and maintain accurate data in the licensing database. • Conduct fingerprinting using Livescan equipment. • Provide backup coverage for other staff. • Attend staff and unit meetings
20	NC	E	<ul style="list-style-type: none"> • Receive out of state paperwork from applicants and forward to the appropriate background specialist • Send out of state paperwork to applicants via email and usps packets • Receive and process completed out of state paperwork (includes updating CCRIS and forwarding forms to other states' agencies.) • Process mail for the Background Unit
At all times	N	E	<p>Commitment to Equity:</p> <p>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*</p> <p>Equitable Workplace: Demonstrates cultural consciousness, commitment, and behavior, to improving an inclusive workplace climate for everyone.</p> <p>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>-----</p> <p>* Underserved/Under-represented community members: e.g., people of color; people with disabilities; LGBTQ+, etc.; and new immigrant populations.</p>
At all times	N	E	<ul style="list-style-type: none"> • Consistently treat customers, partners, vendors, and co-workers with dignity and respect. Create and maintain a work environment that is welcoming and

			respectful of diversity. Set clear guidelines and model expected professional behavior.
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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.

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 Education, Office of Child Care and Oregon State Police/CJIS/LEDS policies and procedure manuals, statutes, administrative rules, desk manuals, computer manuals.

b. How are these guidelines used?

Referenced daily for guidelines on how to perform duties, process information, respond to inquiries and resolve problems.

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>			
ODE staff	Phone, in person, email	Provide and receive information	Daily
Public	Phone, in person, email	Provide and receive information	Daily
Child care facilities	Phone, in person, email	Provide and receive information	Daily
Law enforcement agencies/courts	Phone, in person, email	Provide and receive information	Daily
Community and State agencies	Phone, in person, email	Provide and receive information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

The primary purpose of this position is to conduct criminal and protective service background checks on subject individuals and determine eligibility for enrollment in the CBR. This position investigates and decides what additional information must be acquired to assist in determining eligibility of applicants for placement into the registry and recommend denial, revocation or suspension in accordance with policy, procedures, rules and statutes.

This position is responsible for interpreting specific city/municipal/state/federal crimes, some of which may not fit into any routine category of conviction, to determine the substantial equivalent with any of the designated Oregon criminal codes pertaining to the CBR. This position consults with management, Oregon State Police and Department of Justice when necessary.

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).

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

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Compliance & Regulatory Manager 1		Observation, in person review, paperwork review, input from internal and external customers, and peers, and annual performance review	Ongoing	Training, coaching, ensuring work is carried out in compliance with agency, federal, state laws/rules.

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? N/A
 How many employees are supervised through a subordinate supervisor? N/A

- b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> 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:

The individual in this position must communicate clearly and effectively with a wide variety of people in a professional and courteous manner. This individual must possess strong written and oral communication skills. The individual must be LEADS certified or become certified within 30 days of hire. The individual, as an agency representative, must project a professional image of impartiality and fairness to agency customers. To perform in this position, the individual must have the ability to work independently as well as on a team and work collaboratively and flexibly with others. The individual must be a self-starter, have the ability to prioritize, and be able to handle multiple tasks simultaneously. In this position, it is essential that the individual can perform work and process information with a high degree of accuracy with excellent attention to detail and good judgement. This position requires strict adherence to all confidentiality rules and regulations, policies and procedures at all times.

As a condition of employment, this position requires both child protective service and criminal history checks including FBI fingerprinting. This position requires enrollment in the CBR, and requires Criminal Justice Information Systems (CJIS) clearance. Adverse background data may be grounds for immediate disqualification or termination.

All positions within DELC require employees to serve as a mandatory reporter of child abuse.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".

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