



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
7/2025

**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**

<b>a.</b> Classification Title:	<u>Program Analyst 3</u>	<b>b.</b> Classification No:	<u>0862</u>
<b>c.</b> Effective Date:	<u>7/1/2025</u>	<b>d.</b> Position No:	<u>2510114</u>
<b>e.</b> Working Title:	<u>Family Support Programs Quality Assurance Specialist</u>	<b>f.</b> Agency No:	<u>58800</u>
<b>g.</b> Section Title:	<u>Program Design and Administration Office</u>	<b>h.</b> Budget Auth No:	<u>TBD</u>
<b>i.</b> Employee Name:	<u>Vacant</u>	<b>j.</b> Repr. Code:	<u>OAS</u>
<b>k.</b> Work Location (City – County):	<u>Salem – Marion County</u>		
<b>l.</b> Supervisor Name:	<u>Dorothy Spence</u>		
<b>m.</b> Position:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
<b>n.</b> FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Computer
		<b>o.</b> Eligible for Overtime:	<input type="checkbox"/> Yes <input checked="" 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 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:**

The primary purpose of this position is to provide direct technical assistance, quality assurance monitoring, and accreditation preparation in alignment with Healthy Family America (HFA) standards. The position will also support ongoing monitoring, compliance efforts, and continuous quality improvement initiatives across Healthy Families Oregon (HFO) and Relief Nurseries.

### 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
55%	N	E	<b>Program Monitoring and Quality Assurance</b> <ul style="list-style-type: none"> <li>Develop and implement standardized processes for Quality Assurance monitoring for Healthy Families Oregon (HFO) and Relief Nurseries.</li> <li>Make recommendations and adjust monitoring practices as appropriate to ensure continuous statewide adherence to Healthy Family America (HFA) accreditation standards.</li> <li>Develop and implement site visit policy and procedures to review compliance with HFA and HFO standards. This should include: <ul style="list-style-type: none"> <li>Providing grantees with detailed feedback and actionable recommendations for improvement.</li> <li>Assisting grantees in preparing for HFA accreditation or re-accreditation processes.</li> <li>Offering guidance and coaching to grantees on program implementation, fidelity, and best practices.</li> <li>Developing and deliver targeted training sessions for grantee staff based on identified needs.</li> </ul> </li> <li>Develop clear and concise reports summarizing quality assurance/technical assistance activities, findings, and outcomes.</li> <li>Support grantees in implementing continual quality improvement initiatives aligned with HFA and HFO goals.</li> <li>Collaborate with contracted evaluators to monitor and improve data collection, data quality and reporting practices among program sites.</li> <li>Assist with data collection, analysis, and interpretation of program improvement efforts.</li> <li>Monitor updates from HFA and provide clear and actionable summaries and guidance to grantees.</li> <li>Ensure all quality assurance and technical assistance activities incorporate equity, diversity, and inclusion principles.</li> </ul>

30%	N	E	<b>Training and Technical Assistance</b> <ul style="list-style-type: none"> <li>• Develop and implement standardized processes for Technical Assistance delivery for Healthy Families Oregon and Relief Nurseries.</li> <li>• Provide policy guidance to sites to ensure alignment with HFA standards and state regulations.</li> <li>• Assess workforce training needs and develop strategies to enhance home visitor and supervisor competencies.</li> <li>• Provide ongoing training, technical assistance and professional development in support of appropriate implementation of the program components with fidelity to the Healthy Families America and Relief Nursery models.</li> <li>• Provide training and coaching on culturally responsive home visiting practices.</li> <li>• Guide grantees in using performance metrics to drive decision making and service enhancements.</li> <li>• Assist grantees in using data to assess and improve equity in program outcomes</li> </ul>
15%	N	E	<b>Program Administration</b> <ul style="list-style-type: none"> <li>• Assist in revising HFO policy and procedural documents as needed adhering to the policies and procedures of the policy revision guidelines provided by HFA</li> <li>• Support new home visitor, supervisor, and program managers by developing onboarding resources and mentoring strategies.</li> <li>• Serve as a resource for troubleshooting site level program challenges or concerns.</li> <li>• Identify and address systemic barriers to equitable service delivery in HFO</li> </ul>
AT ALL TIMES			<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; LGBT, etc.; and new immigrant populations.</i></p>

## 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 travel to various offices and sites throughout the state and in the field, some of which is overnight. Use of computer and telephones; constant prioritization between competing demands; contact with hostile, frustrated people. Require prioritization of heavy volume of work, pressure of rush jobs and deadlines which require quality finished product.

## 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.

Including, but not limited to:

Oregon Administrative Rules related to Relief Nurseries and Healthy Families Oregon

Healthy Families America Standards

Oregon Revised Statutes Related to Relief Nurseries and Healthy Families America

Child Care Licensing Rules

Healthy Families Oregon and Relief Nurseries Grant Manuals

Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program standards

- b. How are these guidelines used?

These guidelines are used to inform and outline the work of the position.

## 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?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Healthy Families America	Virtual, by phone and in person	Receive technical assistance and oversight	Monthly
Relief Nursery and Healthy Families Grantees & Program Staff	Virtual, by phone and in person	Provide direction, clarification and respond to contractor questions; provide training and technical assistance	Bi-Monthly
DELIC Offices (Professional Learning, Community Systems Team, Data Analytics, Communications, Grants and Operations, Child Care Licensing)	Virtually, by phone and in person	Collaboration and contribution to cross cutting discussions; ensure engagement and alignment of work	As needed
Oregon Department of Human Services	Virtual, by phone and in person	Collaboration and contribution to cross cutting discussions; ensure engagement and alignment of work	Monthly
Oregon Healthy Authority	Virtual, by phone and in person	Collaboration and contribution to cross cutting discussions; ensure engagement and alignment of work	Monthly
Oregon Home Visiting Collaborative	Virtual, by phone and in person	Collaboration and contribution to cross cutting discussions; ensure engagement and alignment of work	As needed
Oregon Healthy Families Advisory Committee	Virtual and in person	Ensure engagement and alignment of efforts.	Monthly

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position develops, interprets, and implements program standards and policies. Makes decisions daily in applying the policies of the programs to particular situations. Problem-solving is part of the technical assistance provided. Recommends policy and program changes. Recommends actions to ensure program success.

Is responsible to plan, schedule and carry out major projects and must make decisions to meet timelines and expectations. Decides manner in which programs will operate in regard to meeting program and grant requirements.

The effect of these decisions are practice and policy improvements to ensure that the Department of Early Learning and Care meets State and Federal requirements.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
Early Learning Programs Director	2115110	Through regular one on one meetings and quarterly performance reviews.	Weekly	Provide direction, guidance, and feedback.

*Note: If additional rows of the below table are needed, place curser 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? \_\_\_\_\_  
How many employees are supervised through a subordinate supervisor? \_\_\_\_\_

- 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:

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 driver’s license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation is required.

All positions within DELC require employees to serve as a mandator 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
<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