



State of Oregon Position Description

Company: Department of Early Learning and Care
Organization: Early Learning Programs & Head Start Collaboration - DELC
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Program Analyst 4	Job Profile ID:	0863
Business Title:	Healthy Families & Relief Nursey Program Specialist (Unfilled)	Position ID:	000000157624
Employee Name:		Company ID:	58800
Representation:	OAS	Budget Auth No:	1413266
Location:	Salem DELC Summer Street		
Supervisor:	Dorothy Spence (Grants, Loans, and Programs Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:			
Overtime Eligible:			
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.

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 for the administration and evaluation of the Healthy Families Oregon and Relief Nursery programs. The position will be required to partner with the Oregon Association of Relief Nurseries and Healthy Families America to ensure effective programmatic quality. The position is responsible for the accreditation of the Healthy Families Oregon multisite system by ensuring the state and local programs meet best practice standards as required by Healthy Families America.

This position will also participate and provide program leadership in home visiting collaboration meetings and committees to support the coordination across the home visiting system in Oregon.

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.

30% R/E Program Development

- Guide statewide fidelity to accreditation standards and requirements of the Healthy Families America (HFA) model.
- Evaluate and recommend program funding allocation and program priorities for: Healthy Families Oregon; and Relief Nurseries based on funding model recommendations provided by the Oregon Association of Relief Nurseries.
- Develop recommendations for policy and program modifications to administrative, regulatory, systems and programmatic changes to improve program and early learning system effectiveness.
- Guide new grantees in the establishment of local programs that adhere to all applicable regulations and are prepared to implement the prescribed service model.
- Collaborate with Early Learning Hubs and regional early learning partners to identify and address service gaps and bolster local capacity.

40% R/E Program Administration

- Develop and implement a system of support for grantees to develop and adapt services that address the diverse needs of prioritized populations.
- Develop and manage grant continuation evaluation criteria and process to fund existing and new Relief Nurseries and Healthy Family Oregon grantees.
- Develop, implement and/or maintain a system of ongoing monitoring and guidance that ensures grantee compliance with state and federal statutes and regulations, including on-site activities with grantees.
- Develop, review, and monitor biennial grant and contracts to effectively implement the Relief Nurseries and Healthy Family Oregon programs.
- Monitor program budget, appropriate funds accordingly, and ensure proper fulfillment of purchases and requests.
- Work with team to develop and manage Request for Proposal (RFP) process for selection of grantees to implement program.
- Establish and maintain ongoing communication with Prevent Child Abuse America (PCAA) and the Healthy Families America National Office.
- Establish and maintain on-going communication with the Oregon Relief Nursery Association and grantees.
- Interpret program requirements and relevant statutes, administrative rules, regulations, policies, guidelines, and procedures as they apply to grantee operations.
- Advise on policy-related issues and potential needs of the programs to ensure effective implementation.
- Facilitate the staffing and advisement of the Healthy Families Oregon State Advisory Committee.

15% R/E Program Evaluation

- Work in partnership with DELC's Research, Analytics, and Data office to establish and implement systems to collect and analyze information about program implementation, impacts and outcomes, to evaluate program effectiveness, ensure alignment with agency strategic plan, and inform programming decisions.
- Collaborate with contracted evaluators to monitor and improve data collection, data quality and reporting practices among program sites.

15% R/E Building Collaborative Partnerships

- Coordinate with state and local early learning programs, Early Learning Hubs, CCR&Rs, Oregon Department of Human Services, Oregon Health Authority, Oregon Department of Education and other early childhood entities to align and better support children and families.
- Participate and provide program leadership in home visiting collaboration meetings and committees, to support the coordination across the home visiting system in Oregon.
- Represent the agency in meetings, conferences and committee activities involving external partners at the local, state, regional and national levels.

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; LGBT, 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.

May require 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. Requires prioritization of a heavy volume of work, pressure of rush jobs and deadlines which require quality finished products.

SECTION 5. GUIDELINES

List any established guidelines used in the 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

Oregon Department of Early Learning and Care policies and procedures

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	How	Purpose	How Often?
DELC Offices (Professional Learning, Community Systems Team, Data Analytics, Communications, Grants and Operations, Child Care Licensing)	In Person, by mail, email or telephone	Collaboration and contribution to cross cutting discussions; ensure engagement and alignment of work	As Needed
Healthy Families America	In Person, by mail, email or telephone	Receive technical assistance and oversight of program	Monthly
Oregon Department of Human Services	In Person, by mail, email or telephone	Collaboration and contribution to cross cutting discussions; ensure engagement and alignment of work	Monthly
Oregon Healthy Authority	In Person, by mail, email or telephone	Collaboration and contribution to cross cutting discussions; ensure engagement and alignment of work	Monthly
Oregon Healthy Families Advisory Committee	In Person, by mail, email or telephone	Ensure engagement and alignment of efforts	Monthly
Oregon Home Visiting Collaborative	In Person, by mail, email or telephone	Collaboration and contribution to cross cutting discussions; ensure engagement and alignment of work	As Needed
Oregon Relief Nursery Association	In Person, by mail, email or telephone	Collaboration and coordination to ensure alignment of work	Monthly
Relief Nursery and Healthy Families. Grantees & Program Staff	In Person, by mail, email or telephone	Provide direction, clarification and respond to contractor questions; provide training and technical assistance	Regularly

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. Reviews and approves contractor work plans and budgets. Analyzes and makes recommendations regarding state and federal legislation. 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

Job Profile	Position ID	How	How Often	Purpose of Review
Grants, Loans, and Programs Manager 3	2115110	In Person, by mail, email or telephone	Weekly	Provide direction, guidance, and feedback

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.

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 "mandatory reporter" of child abuse.

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