



State of Oregon Position Description

Company: Department of Early Learning and Care
Organization: Programs Division - DELC
Service Type: Excludable Management Service - Supervisory

SECTION 1. POSITION INFORMATION

Job Profile Title:	Business Operations Manager 1	Job Profile ID:	X7085
Business Title:	Tribal Affairs Director	Position ID:	000000157264
Employee Name:		Company ID:	58800
Representation:	MMS	Budget Auth No:	1413400
Location:	Salem DELC Summer Street		
Supervisor:	Joel Metlen (Business Operations Administrator 2)		
Position:	Business Operations Manager 1		
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Executive		
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.

The DELC Tribal Affairs Director is responsible for overseeing the DELC – Office of Tribal Affairs administration and operations. The primary responsibilities include the direct supervision of the Tribal Affairs Coordinator and Tribal Early Learning Alliance Liaison; develop,

implement, and maintain tribal programs and policies; and serve as a liaison between the nine federally recognized Tribes located within Oregon and government agencies for the purpose of improving future collaboration, funding sources, and grant funding opportunities. The DELC Tribal Affairs Director serves as a member of the executive leadership team and is responsible for advising the agency Director, Chief of Staff, Equity Strategy Director, and other DELC leadership and staff in planning the implementation of agency-wide policies and programs that will support mutual partnership with the nine federally recognized Tribes. The DELC Tribal Affairs Director will be key to ensuring program expansion under the Student Success Act (SSA) and improvements within the Child Care Licensing Division (CCLD) supports the goals of Tribes and respects sovereignty. The DELC Tribal Affairs Director acts as a liaison to provide access and resources for Tribes and tribal members who have concerns, questions, ideas, or suggestions about DELC clusters and programs.

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% NC/E Leadership for Tribal Affairs

- Develop, implement, and manage DELC guidelines, policies, procedures, protocols, and rules that support and affirm commitment to government-to-government consultation – through formal and informal consultation – with the nine federally recognized Tribal governments within Oregon.
- Lead, facilitate, and track consultation between DELC and Tribes in accordance with the DELC Tribal Consultation Policy.
- Lead the development and implementation of strategic plan and diversity, equity, and inclusion plan goal areas and strategies related to supporting Tribal Sovereignty and Tribal Consultation.
- Manage DELC's participation in Tribal convenings, including with the Health and Human Services Cluster and the Education Cluster.
- Oversee the DELC Tribal Advisory Committee, including supporting the development, implementation, and management of the Tribal early learning plan and fund.
- Lead the development and facilitation of training, materials, and learning opportunities to support the increased awareness and understanding of Tribes, Tribal history, and Tribal Sovereignty within DELC and for DELC partners.
- Facilitate coordination between DELC and Tribes in the development of Tribal early learning and care programs.
- Advise and provide input and feedback to DELC staff and partners on program design, guidelines, procedures, policies, rules, and statute on matters that might impact Tribes or Tribal members.
- Work with DELC staff to design, implement, and administer Tribal set-asides or other funding opportunities for Tribes.
- Coordinate with Tribal Affairs staff from other agencies, the legislature, and Governor's office on any cross-agency matters that impact Tribes, including communications, policy, budget, and programming.
- Follow topics related to Tribal Affairs and Tribal Sovereignty in other states and nationally to understand potential impacts and applicability to Oregon and the work of DELC.
- Develop, negotiate and manage contracts and interagency agreements that support Tribal Sovereignty.

10% NC/E Legislative Coordination

- Act as point for legislative activities related to Tribal Affairs, including developing and presenting reports, data, and responses for the legislature on topics such as program performance or budget.
- Support legislative visits and other government relations;
- Develop legislative concepts as part of DELC's legislative team to support relationships with Tribes;
- Contribute to bill analysis and other legislative work in and out of the legislative session;
- Design systems to implement changes in legislation;
- Testify before legislative committees;
- Research and prepare background information on legislation;
- Recommend changes in program operations as needed;
- Translate legislation into program goals, actions, and plans for supporting work with Tribes.

20% NC/E Program Evaluation

- Work with government-to-government partners to evaluate current and ongoing status of DELC program design, implementation, and administration;
- Establish criteria to identify and measure program effectiveness for American Indian/Alaska Native children and families in Oregon;

- Design and oversee collection of data related to children and families from Oregon's federally recognized Tribes and other Indigenous children within Oregon;
- Design and oversee data collection efforts, including design and analysis of surveys;
- Ensure data collection systems and other evaluation efforts are relevant to Tribes.

10% NC/E Managing Special Projects to Support Tribal Relations

- Lead and advise on project development and implementation in partnership with colleagues across DELC regarding program implementation, licensing and regulation, and training for DELC and external staff;
- Recommend project budgets and spending plans; Monitor and track project development;
- Identify potential risks within projects for effectiveness of program partnership with Tribes and suggest ways to mitigate or prevent; develop contractor statements of work;
- Work with a diverse group of partners to seek feedback on project work;
- Obtain approvals for projects;
- Verify quality of project deliverables among colleagues and contractors;
- Contribute to equity projects.

25% NC/E Leadership and Supervision

- Interview, select, and provide training for new staff
- Provide ongoing leadership to staff, modeling best practice in the workplace
- Evaluate the performance of staff, including supporting goal setting and ongoing check-ins related to performance, identifying individual and collective professional learning needs, as well as ongoing performance reviews
- Provide regular supportive supervision to staff
- Develop and monitor budget for Tribal Affairs
- Discharge and fire staff

5% NC/NE Other Duties as Assigned

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.

Customer Service - Your position requires a high volume of customer service. It is essential that you provide good customer service at all times as anything less adversely affects the public perception of the agency. You must be courteous and professional in all your interactions. While customers at times can be difficult to deal with, you need to conduct yourself in a manner that is respectful and courteous to every customer.

Communication - It is your responsibility to communicate effectively and be able to articulate and exchange information with internal and external partners. Communication must be in a positive and solutions-oriented manner.

Accuracy/Attention to Detail - Attention to detail and accuracy is essential in this position.

Attendance - Regular and consistent attendance is an essential function for this position.

SECTION 5. GUIDELINES

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

Federal and state laws, Oregon Administrative Rules; Oregon Accounting Manual; Collective Bargaining Agreements; All Statewide policies and procedures (State Procurement, Human Resources, Risk and Safety, Fleet, Facilities, PEBB and EAP, etc.); Child Care Development Fund (CCDF); Preschool Promise Standards and Guidelines; Head Start Act. Public Law 83- 280 and Indian Child Welfare Act. DELC policies and procedures.

How are these guidelines used?

These guidelines are used to develop and implement and administer tribal programs, resources, and policies in a manner that is consistent with applicable laws, regulations, policies, and procedures; to guide staff development; design and coordinate legislation and other policy; to inform agency policy.

Public Law 83- 20 (commonly referred to as Public Law 280 or PL 281) transferred legal authority from the federal government to state governments which changed the division of legal authority among tribal, federal, and state governments. Oregon has extensive criminal and civil jurisdiction over tribal lands which effects our procedures for processing background checks and vetting professionals working on tribal reservations/in tribal communities where PL 280 does not apply.

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?
Agency Director	In Person, by mail, email or telephone	Coordinate and advising work	Regularly
Chief of Staff	In Person, by mail, email or telephone	Coordinate and advising work	Regularly
DHS Self Sufficiency Unit	In Person, by mail, email or telephone	Alignment of program and policy	As Needed
Early Learning Council & Committees	In Person, by mail, email or telephone	Coordinate activities; answer questions; seek information and advice	As Needed
Grants and Operations Unit	In Person, by mail, email or telephone	Design scopes of work; management of contracts	As Needed
Hub Directors	In Person, by mail, email or telephone	Direction on work, feedback	Regularly
Legislators	In Person, by mail, email or telephone	Provide information; answer questions	As Needed
Oregon Department of Education Office of Indian Education	In Person, by mail, email or telephone	Coordinate efforts, alignment of program and policy	As Needed
Oregon Department of Human Services Office of Tribal Affairs	In Person, by mail, email or telephone	Oregon Department of Human Services Office of Tribal Affairs	As Needed
Oregon Health Authority Tribal Affairs Director	In Person, by mail, email or telephone	Coordinate efforts, alignment of program and policy	As Needed
Oregon's nine (9) Federally Recognized Tribes.	In Person, by mail, email or telephone	Coordinate consultation activities; provide information; answer questions; management of contracts; seek information and advice	Regularly
Preschool Providers	In Person, by mail, email or telephone	Direction on work, feedback	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position requires the ability to make autonomous decisions as well as the ability to distinguish when decisions should be brought forward to the agency Director or Chief of Staff for input and consideration.

Also requires good judgment in deciding what information to provide to Early Learning Council, DELC staff, management, tribal nations, public, stakeholders, other state agencies, and government officials. Requires the ability to identify and safe-guard sensitive information. Requires frequent decision making in terms of accuracy, timing, method, and content of information dissemination.

This position must make decisions daily regarding goals and priorities for the Office of Tribal Affairs to ensure that work meets the mission and goals of the agency.

Poor decisions may cause damage to the Agency's credibility and partnership with the nine federally recognized tribes, and cause embarrassment to the State or local officials, and could cause forfeiture of funds or curtailment of programs.

This position also hires and directs staff. Poor decisions affect the quality and timeliness of services provided to agency leadership, staff, other state agencies, and tribal nations in early education services to families.

Decisions on information must be accurate and reflect the policies and priorities of the Early Learning Council, DELC, the agency Director, Oregon's nine (9) Federally Recognized Tribes and the Governor.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Business Operations Administrator 2	1715013	In Person, by mail, email or telephone	Weekly	Feedback, Support, Assessment

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

- Plan Work
- Assign Work
- Approves Work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares & signs performance evaluations

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:

Experience and knowledge of working with or involvement in Oregon's federally recognized tribes and other indigenous children within Oregon.

Strong knowledge of early care and education programs, policy, and standards related to tribal program administration at the federal and state levels. Understanding of system-thinking and/or design-thinking.

Two or more years' experience in Tribal administration. Two or more years' experience in developing and maintaining inter-governmental relationships and agreements when deemed necessary.

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.

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.

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
Tribal Affairs Division	\$750,000.00	General fund/Federal Fund/Other Funds

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee _____ Date _____

Manager _____ Date _____

Appointing Authority _____ Date _____