



# State of Oregon Position Description

**Company:** Department of Early Learning and Care  
**Organization:** Early Learning and Care Support - DELC  
**Service Type:** Excludable Management Service - Managerial

## SECTION 1. POSITION INFORMATION

<b>Job Profile Title:</b>	Executive Support Specialist 1	<b>Job Profile ID:</b>	X0118
<b>Business Title:</b>	Executive Support to Deputy Director of Operations	<b>Position ID:</b>	000000157309
<b>Employee Name:</b>		<b>Company ID:</b>	58800
<b>Representation:</b>	MMN	<b>Budget Auth No:</b>	1413221
<b>Location:</b>	Salem   DELC   Summer Street		
<b>Supervisor:</b>	Kiva Kiman (Executive Assistant)		
<b>Position:</b>	Executive Support Specialist 1		
<b>Time Type:</b>	Full Time		
<b>FLSA:</b>	Exempt		
<b>Exempt Reason:</b>			
<b>Overtime Eligible:</b>			
<b>Employee Type:</b>	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: Provide confidential executive-level administrative support to the Deputy Director of Operations and manages day-to-day office operations, policies, procedures, programs and project coordination.

## **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.**

### **70% NC/E Executive confidential executive support to the Deputy Director of Operations:**

Provide complex and confidential executive-level administrative support to the Deputy Director anticipating their needs and prioritizing commitments with limited instruction and short timelines. Respond to requests for appointments, set schedules, ensure details of meetings are accomplished, and research and compile information and other materials as necessary. Perform administrative support, coordinates meeting logistics, and travel accommodations. Open, read and distribute mail. Copy and scan documents. Compile materials into virtual or physical packets or binders. Setup and reset onsite and offsite rooms. Organize and maintain filing systems. Manage travel needs, make travel arrangements, obtain any needed authorizations, prepare travel packets, complete travel reimbursement forms, purchase requests and expenditure forms. Complete special assignments. Prepare agendas and meeting logistics, prepare and distribute minutes and complete assignments. Provide support with committee work assignments: researching information, preparing written material, preparing summaries, distributing documents, and building familiarity with program make-up, purpose and topics. Assist in agency any planning and development and participate in agency recommendations. Prepare sensitive communication and correspondence consistent with the strong understanding of the Deputy Director's needs and direction. Compile data and reports containing complex and confidential information for either written or verbal responses for information from the Governor's office, Director's office, members of the legislature, other agencies, and department staff. Researches, prepares and assembles material/data and interprets laws, rules, policies, procedures, and applying interpretations to specific situations for Deputy Director. Distribute and/or take action on requests as delegated and track to ensure all timelines are met. Communicates orally to explain decisions, services, or programs, or resolve problems through negotiation and composing written communications such as responses to inquiries, narrative reports, instructional materials, etc.

#### **NE**

Serve on committees, planning teams, and work groups at the discretion of the Deputy Director. Follows-up on implementing decisions by the Deputy Director, often in the area of administrative policy and detail. Manage confidential personnel matters, position descriptions, requests to fill, direct appointments, personnel evaluation paperwork, etc. Serve as timekeeper for the Deputy Director's direct reports: track staff leave requests, reviews timesheets for accuracy, ensure timely submission of timesheets each month, cultivate and maintain knowledge of timesheet procedures and codes.

#### **NE**

Gathers feedback for the Deputy Director on staff performance when requested. Performs technical and administrative support functions requiring independent judgment, decision making and problem resolution, and ability to report data in both a narrative and statistical format

### **20% NC/E Provide support to the other managers within the Operations Division**

Perform general administrative tasks such as review mail, prepare responses, monitor action items, assist with procedural approvals, respond to general office calendar inquiries, maintain files, receive calls, and greet visitors. Field inquiries from staff, legislators, State Board Members, local officials, other state agencies and public to determine whether to refer them to leadership, assign to other staff, or research and respond directly; advise management of inquiries and responses. Refer complaints and inquiries to the appropriate staff and ensure appropriate response and follow-up has occurred. Compose and proofread correspondences. Calendar meetings with internal staff and external partners. Work collaboratively with members of administrative support teams to ensure quality support services to Management. Sets up and prepares for meetings, including: room reservations and accommodations; agenda preparation for review; collects and copies handouts; assembles meeting packets; takes, transcribes and distributes minutes in a timely manner; provides clarification and coordination as needed on assignments and meeting information; monitors assignments and follows-up when necessary. Assists management with personnel issues, such as; hiring new staff, preparing and submitting all necessary documents and completing Workday processes, renewing temp assignments and job rotation agreements, coordinating interview panels, arranging interviews for candidates, preparing interview documents, following up with candidates, preparing and sending out rejection letters, as well as participating on interview panels as needed. Onboards new staff, including ordering name badges and office keys, on-boarding, training, equipment, office space, network accesses, program needs and resolving critical onboarding and orientation issues.

#### **NE**

Oversees administrative process for separating staff, including retrieving name badges, office keys, and technical equipment,

terminating network accesses, and preparing appropriate paperwork for managers' signatures. SharePoint Administrator; collaboratively designs, updates, and coordinates departmental intranet website and content. Evaluates and tracks the administrative and technical training for operations, policies and procedures affecting assigned work within Operations. Establishes and maintains procedures and other controls necessary in carrying out assigned program activities. Maintains all unit filing systems, including personnel, according to State Archive guidelines and preserves accurate and complete records for audit purposes. Act as security officer for the Operations Division: coordinate network permissions for all new staff; submit IT Help Desk tickets to modify staff network permissions as appropriate. Organize Management Team meetings with Leadership; arrange for meeting location; serve as technical resource to leaders; prepare agendas and materials; track action items; provide updates; prepare presentation materials; record and publish minutes; and ensure timelines are met. Track and coordinate a State P-Card of Oregon Transaction System (SPOTS) card used for Office of the Chief of Staff's purchases. Prepare monthly SPOTS card logs, assigning index numbers and comp codes. Prepare written justifications for purchases and arrange for necessary approvals. Submit logs to SPOTS coordinator, working with accounting team to ensure accuracy and adherence to the Oregon Accounting Manual. Perform other miscellaneous duties by participating in special projects and assignments as needed. Provide back-up support to Executive Assistant

**10% NC/E Provide operational support**

Provide project support to the Operations Division on an as needed basis. Plan and perform analytical research studies; prepare written summaries and conclusions of research on operational issues. Evaluate regulations and statute; develop and recommend administrative rules, policies and procedures that supplement agency operations or administrative processes. Compile and analyze data to draw conclusions and propose courses of action; prepare reports that summarize analysis and conclusions. Identify potential operational problems and recommend solutions. Participate on task forces to implement legislation or improve operational processes. Monitor program processes, procedures and results for compliance with regulations and effectiveness in meeting customer needs. Suggest ideas and ways to improve or enhance programs. Analyze, design and procure forms to support agency programs. Analyze performance measurement or production data to identify and monitor the quality and quantity of work; initiate action to improve deficiencies.

**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.

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\* 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.**

Regular office working conditions. This position requires the ability to work independently with minimal direction on multiple tasks with detailed processes simultaneously, often within short timeframes

**SECTION 5. GUIDELINES**

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

Department of Administrative Services policies  
Oregon Administrative Rules  
Oregon Revised Statutes

Unit procedures and computer manuals  
 Department of Early Learning & Care policies and procedures

**How are these guidelines used?**

These regulations will be used to set parameters and requirements for performing a variety of administrative tasks. Computer manuals will assist in successful and efficient operation of computer software.

**SECTION 6. WORK CONTACTS**

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

<b>Who</b>	<b>How</b>	<b>Purpose</b>	<b>How Often?</b>
Deputy Director	In Person, by mail, email or telephone	Give/Receive Information	Daily
General Public	In Person, by mail, email or telephone	Give/Receive Information	As Needed
Other DELC Staff	In Person, by mail, email or telephone	Give/Receive Information	Daily
State/Federal Staff	In Person, by mail, email or telephone	Give/Receive Information	Weekly

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Most of the work for this position requires the ability to make decisions independently and in an expedient manner. Supervisor relies on incumbent’s independent judgment skills to make decisions on daily tasks and in response to unplanned projects that may require a time sensitive completion date. Decisions are made daily regarding workflow/priorities, unit coverage and project assignments. Priorities may change with little notice due to special projects or coverage needs. Incumbent is expected to work in a team environment. At times, this position will have contact with a wide variety of people including; agency employees, managers, directors, public officials, and the general public. Actively uses the DELC core values at work in their daily behavior with others and decision-making. Actively seeks to provide culturally appropriate services where others are treated respectfully, compassionately and effectively in a manner that recognizes, affirms and values the worth of individuals, families and communities, protecting and preserving the dignity of each.

Demonstrates the recognition of the value of individual and cultural differences; creates a work environment where all talents and abilities are valued; creates and maintains a work environment that is respectful and accepting of diversity.

**SECTION 8. REVIEW OF WORK**

<b>Job Profile</b>	<b>Position ID</b>	<b>How</b>	<b>How Often</b>	<b>Purpose of Review</b>
Deputy Director of Operations	0000265	In Person, by mail, email or telephone	Daily	Reviews overall performance as it affects the successful operation of the Operations Division and overall communication. Yearly performance appraisal reviews past performance and accomplishments, assesses, & plans for the future professional growth of the employee.

## 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:

Knowledge of project coordination is beneficial. Work involves competing deadlines, frequent interruptions, and requires a basic understanding of the agency's programs and activities. Quality verbal and written and communication skills are needed for tasks that include minute-taking and research. Good judgement, discretion, internal and external public relations skills are also necessary. This position works collaboratively in a team setting. Excellent team player skills are necessary with willingness to collaborate and share information. Ability to demonstrate initiative and independent judgment on an on-going basis. Proficient skills using Microsoft applications and software are necessary in this position.

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 Oregon driver 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.

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

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Appointing Authority

Date