



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
February 11, 2025

Agency: Teacher Standards and Practices

Facility:

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Op & Policy Analyst 2
b. Classification No: X0871
c. Effective Date: February 11,2025
d. Position No: 0066826
e. Working Title: Rules-Budget Coordinator
f. Agency No: 58400
g. Section Title:
h. Budget Auth No: 001239340
i. Employee Name:
j. Repr. Code: MMN
k. Work Location (City - County): Salem - Marion
l. Supervisor Name: Executive Director
m. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent 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.

TSPC establishes rules for licensure of educators and issues licenses authorizing employment in Oregon public schools. There are over 65,000 active educator licenses issued by this agency. The agency also sanctions license holders through disciplinary action. The Commission determines professional assignments that are appropriate for educators holding teaching administration, school counseling, school psychologist and other licenses and requires public schools to forfeit state school funds when educators are improperly assigned or when the district hires unlicensed educators. TSPC also adopts standards for Oregon educator preparation programs and regularly evaluates those programs on the basis of those standards.

This position coordinates the agency rulemaking, rules compliance, and budget development process; serves as policy advisor to the Executive Director and performs other related duties.

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 Rules-Budget Coordinator provides high level coordination between one or more administrative functions within TSPC including Legislative liaison, rule writing and filing, budget preparation and support, and quality control. Analyze, support and provide guidance on budget and proposed rule changes by evaluating potential impacts to TSPC and to assure uniform application of agency and statewide policy and statutory alignment in rule or policy implementation. Develops information for the public, agency staff and agency stakeholders related to implementation of updated rules and policies.

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
35	NC	E	Prepares budget requests for the agency by projecting resource needs and preparing required documentation for incorporation in the agency's budget request.
5	R	E	Evaluates the quality of agency services provided by researching, developing, and reviewing reports and/or statistical data; by conferring with staff and stakeholders; and by reviewing information from users of program, section or agency services in order to determine needed improvements.
10	R	E	Tracks, reviews, and analyzes legislative proceedings and bills; coordinates the review, development, adoption, filing, implementation, and monitoring of administrative rules in support of agency operation and consistent with applicable federal and state law. Convenes and conducts agency Rules Advisory Committee.
10	R	E	Serves as policy advisor to Executive Director and Commission; facilitate and may represent Executive Director at various meetings, trainings, advisory committees, legislative or administrative hearings, or as otherwise requested by Executive Director.
40	N	E	Disseminates agency information, rules, and policies to agency stakeholders; provides training in agency rules and policies to staff and stakeholders. Contributes to agency goal development and evaluation.

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.

This position works in-office 20 hours per week in a general office setting. Extensive time on the computer drafting rules, budgets, and other documents, proofing documents and managing information through the Internet. Long hours during commission meeting preparation and commission meetings five times a year. Includes frequent interruptions and short-notice timeline fulfillment for projects on a weekly basis. Requires moderate travel to commission, legislative, stakeholder, and training meetings.

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.

- Oregon Revised Statutes
- Oregon Administrative Rules (TSPC and Dept. of Administrative Services)
- Legislative Bills
- Attorney General Model Rules of Procedure
- Attorney General Meeting and Public Records Laws
- Agency Program Review and Standards Handbook
- Agency Commission Handbook
- Agency discipline orders
- NASDTEC Clearinghouse information

b. How are these guidelines used?

Reference materials, construction of administrative rules and agency procedures, advice to commissioners regarding public meetings and records, advice to districts and patrons reporting complaints about educators, monitoring legislation important to the agency. Maintaining record of disciplinary orders and agency's confidential agenda. Monitoring the agency's operational, financial, and personnel policies.

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>			
Commissioners	Phone, email, in person, virtual	Meeting information, provide rule updates; agenda item preparation, presentation, and feedback.	Occasionally
Public	Phone, email, in person	Gather, collaborate and report on agency rules, policies, and operations. Disseminate information.	Occasionally
State Agencies	Phone, email, in person, virtual	Collaborate and report on agency rules, policies, and operations. Disseminate information and	Daily
Colleges and University Personnel; School Districts	Phone, email, in person, virtual	Gather information, collaborate and report on agency rules, policies, and operations; disseminate information; provide trainings.	Occasionally

Stakeholders such as OEA, COSA, OSBSA, Legislators	Phone, email, in person, virtual	Gather information, collaborate and report on agency rules, policies, and operations; coordinate meetings; disseminate information; provide testimony.	Weekly
Assistant Attorney General	Phone, email, in person, virtual	Contacts regarding advice on legislative and rulemaking and disciplinary matters.	Occasionally

SECTION 7. POSITION RELATED DECISION MAKING

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

Develops rules for all agency functions, files rules. Works with Governor's Office, Legislative Fiscal, DAS and commission on legislative concepts, bills, and agency budgets related to the mission of the agency. Represents Executive Director at various stakeholder meetings.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Executive Director	0052397	Observation, peer review, commission input.	Quarterly and as needed	Quarterly PAF check in, discussion on active and pending work assignments

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

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:

Outstanding organizational skills. Knowledge of public education, agency regulations and Department of Administrative Services regulations and requirements. Ability to be a self-starter and confident decision maker. Intermediate skills in Microsoft Office and Google products including word processing, spreadsheet, database, and presentation skills including formatting, proofing and document creation.

Requires tact and patience with the public and ability to keep issues confidential. Requires confidence in presenting complex information to stakeholders and dealing with difficult situations.

Legal and budget development and management experience preferred. Ability to travel as needed.

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 cursor 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