

families, the goal of being self-sufficient is challenged by issues of mental or physical disability, unemployment, alcohol or drug addiction, and/or histories of domestic violence or child abuse. The Children, Adults, and Families (CAF) Division provides support to individuals and families in order to ensure family stability both emotional and financial.

b. The primary purpose of this position is to:

To administer federal and state social service laws, regulations, and programs for children and families. Children, Adults, and Families (CAF) serves thousands of Oregonians in the very sensitive areas of family life, care of children, and vocation rehabilitation. Much of the Division’s actions involve juvenile court review and decisions.

The Children, Adults, and Families Services Division consists of three program and policy areas. The primary focus of this group is to establish policies and programs that provide self-sufficiency for families, safe, permanent families for abused and neglected children, and vocational rehabilitation services for adults. This division oversees program and policy development in many areas such as: temporary assistance for needy families, food stamp benefits, employment assistance, child protective services, assuring safe and permanent placements for children, foster care, adoption and vocational rehabilitation. This division is comprised of 4072 employees and has oversight of a biennial budget of \$2,528 billion dollars.

DESCRIPTION OF DUTIES

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
40%			Directs the administration and policy direction of all Children, Adults, and Families programs by evaluating the quality of service provided through review of reports and conferences with reporting staff; exploring solutions to problems and selecting the best alternatives; authorizing the redistribution of available resources to meet changing program needs; resolving conflicts between reporting staff on areas of shared responsibility; establishing reporting relationships and administrative controls over program operations; and coordinating activities with other agencies in areas of mutual concern in order to ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations. Ensures programs and services are delivered through a variety of culturally competent service systems, as well as focuses resources on high priority areas that are culturally sensitive to Oregon’s diverse population.
10%			Represents the Department by participating in interagency committees and task forces; providing expert consultation to Department managers; and addressing professional organizations and citizen groups to advocate and explain policy and the needs of target populations served by the Department.

% of Time	N/R/NC	E/NE	DUTIES
5%			Ensure that all branches are operating in an efficient manner by providing staff and coordinating services through the Director's Office.
10%			Determines Department policy by analyzing all pertinent issues and information; assessing the impact of proposed policy on the provision of services to clients and the general public; and determining the resources necessary to implement such policy in order to ensure the efficient and effective provision of services.
10%			Provide adequate budget and budget oversight by setting program priorities, determining the allocation of funds, supporting budget requests to the Legislature, and ensuring the management of issues related to funds appropriated by the Legislature.
15%			Represents the Department before the general public, special interest groups, with clients, the Legislative Assembly, state and federal agencies, and the media to advocate and explain department policy and the needs of client groups served. Represent the Department on state and federal interagency commissions, boards, councils, committees, task forces, etc.. Respond to requests for information from the general public and other state, federal and local entities. Provide expert consultation to the Governor, the Legislature or other officials.
10%			Oversee all management functions of Children, Adults, and Families Services, including development of biennial goals for the agency, strategic and long range planning of human service initiatives, establishing internal policies, ensure effective communication with all levels of staff, and establish and evaluate staff and program effectiveness.

WORKING CONDITIONS

Frequent overnight travel, both in and out of state. Extended work hours.

GUIDELINES

Reference to assure compliance with applicable laws, rules, policies and regulations.

WORK CONTACTS

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
State Legislators	Person/Phone/Letter/Email	Liaison/Information	Daily during legislative session. Otherwise, weekly contact
State Agency Heads	Person/Phone/Email	Policy/Liaison	Weekly
Public	Person/Phone/Letter/Email	Information	Weekly
Local Service Providers	Person/Phone/Letter/Email	Information/Liaison	Weekly
Media	Person/Phone	Information	Weekly
Federal Agency Heads	Person/Phone/Letter/Email	Policy/Liaison	Weekly

POSITION-RELATED DECISION MAKING

Policy decisions have long term impact on State resources and the health and well being of citizen=s of the State of Oregon. Has the ability to significantly impact fiscal resources of the State. Policy decisions could impact national trends in health and human services.

REVIEW OF WORK

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter"</i>				
Director of DHS			As necessary	To determine if the programs are adhering to policy and practices requested.

OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 9
- How many employees are supervised through a subordinate supervisor? 4072

- b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

ADDITIONAL POSITION-RELATED INFORMATION

All positions in DHS require a criminal records check.

BUDGET AUTHORITY

Operating Area	Biennial Amount (\$00000.00)	Fund Type
	\$2,528 billion dollars	State General Fund, Federal Funds, Grants, Dedicated Fund