



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Research & Measurement - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Operations & Policy Analyst 4	Job Profile ID:	0873
Business Title:	Consolidated Student Data Warehouse Policy Analyst (Unfilled)	Position ID:	000000178851
Employee Name:		Company ID:	58100
Representation:	MMN	Budget Auth No:	
Location:	Salem ODE Public Service Building		
Supervisor:	Isabella Jacoby (Research, Analysis, and Statistics Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Administrative Exemption		
Overtime Eligible:	No		
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 Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

This position is in the Office of Research, Assessment, Data, Accountability, and Reporting (RADAR), overseeing the Department's research plan and related data justice initiatives, as well as the federal assessment and accountability requirements present in the current iteration of the Elementary and Secondary Education Act. The office collects, validates, and reports data for educational

research, policymaking, and operations. Ensuring security of confidential data and personally identifiable student information is a function of the office. The office has a primary charge of supporting the analytical and data needs of other ODE offices, the legislature and the Governor's Office. The office also responds to data requests and supports the Quality Education Commission. The team is also responsible for ODE's assessment and accountability work, which includes the development, calculation and reporting of information related to the state's K-12 education assessment and accountability systems. The work of this office impacts local school districts, education service districts, professional associations, and other agencies involved in education programs in kindergarten through post-secondary education.

The purpose of this program is to carry out the mission and goals of the Board of Education and the Department. As stated in the mission, the Oregon Department of Education fosters equity and excellence for every learner through collaboration with educators, partners, and communities. This position supports the agency mission by responding to legislative and media inquiries; providing information and assistance to education partners, state and federal agencies, local school districts, and community, business and educational organizations. It assists as a liaison with community groups, and in public relations and public information regarding Department policies.

b. Describe the primary purpose of this position, and how it functions within this program.

The primary purpose of this position is to provide expert policy advice and implementation to office leadership and to lead the design and implementation of a new statewide integrated data system as mandated by HB 2508 (2025). This role advises key agency leaders, including the Assistant Superintendent of RADAR, the Assistant Superintendent of OFIT, the Agency Director of Data Stewardship, the Director of Enterprise Services, and ODE's executive leadership team.

This position sets agency policy and operational practices regarding student data recording, storage, transmission, reporting, and billing that schools and districts will be required to incorporate into their daily operations across the state. The position writes policy and implements policy directly. The position leads the drafting, revision, and adoption of Oregon Administrative Rules (OARs) governing student data practices as they occur within schools and districts and requiring compliance with ODE-adopted standards, practices, and methods. The position also makes recommendations to the legislature on new statutory language and conducts implementation analysis for related bills.

As a leader of a transformational project for Oregon schools and districts, this position works in the intersection of policy making, data governance, and operational change. Student Information Systems (SIS) are primary systems for schools and districts, and the work on this project will have far-reaching impacts and must be handled strategically and with expertise to avoid massive disruptions to the state's education systems and institutions and ensure successful implementation.

This position engages with representatives of other state agencies, statewide professional organizations, and education and community partners involved in Student Information Systems (SIS) and Medicaid billing to develop data frameworks that ensure that SIS data from all of Oregon's school districts required for federal or state reporting are integrated into common data frameworks in a statewide consolidated data warehouse/lake (SCDW) on a regular basis. This is a new project for the state, of significant complexity, and there are many design and policy decisions to make regarding how it will be implemented, with consideration for the political attention to the project, the diverse interests of our partners in the work, and the technical and financial impacts of the project on our schools and districts. This position will be responsible for making recommendations on those decisions.

The position will lead a system move toward common education data standards, develop and implement both project and engagement plans, consult with state, district, and vendor data experts, help define technical requirements, conduct pilots to test the system, and support IT in the development of contracts to create and sustain the central, consolidated data warehouse/lake. The position will also leverage ODE's data strategy to develop protocols, guidance documents, trainings and related resources for Oregon districts to successfully contribute to the project. This position will develop and work towards adoption of new Oregon Administrative Rules (OARs) related to requirements for schools, districts, and ESDs to adopt the new standards.

This position supports ODE and partners throughout the state to leverage data to improve services for Oregon students who are mobile. The position will also support the agency in building a more robust database for relevant research and program evaluation projects. This work will aid the improvement of educational opportunities and to advance equitable outcomes for Oregon's multilingual students, students with disabilities, and students who experience disproportionate educational outcomes.

This position holds authority over how student data is captured and stored, shaping workflows and decisions at every level—from teachers and registrars to service providers. These decisions significantly influence the internal operations of schools, districts, ESDs, and other state agencies. The SCDW project will establish statewide standards that dictate how local agencies store and handle their data, interact with each other to handle student transfers, and record interactions with students.

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.

40% - N E - Engage with Senior Statewide Education and Medicaid Partners to Develop Policy Recommendations

- Lead the establishment of the SCDW Technical Advisory Committee (TAC) with required membership, as well as committee meetings, communication, documentation, and coordination. Membership includes leadership from other state agencies and statewide professional organizations.
- Lead SCDW TAC meetings and build consensus for policy and technical recommendations across TAC members, considering the disparate needs and stances of the organizations and agencies represented.
- Lead planning meetings with cross functional and interdisciplinary teams across all ODE offices to develop and operationalize action plans in support of the project.
- Identify project scope, required training, and resources.
- Communicate to the Assistant Superintendent of RADAR, the Assistant Superintendent of OFIT, the Agency Director of Data Stewardship, the Director of Enterprise Services, and ODE's executive leadership team, and, upon request, the Governor's Office, State Board of Education, and Legislature, and provide updates about project implementation, risks, or to obtain approvals to proposed changes in project scope, quality, budget, or schedule.
- Coordinate with agency experts from the Oregon Health Authority, the Oregon Youth Authority, the Higher Education Coordinating Commission, and other agencies as needed to make recommendations that are consistent with the needs of and impact to these agencies.
- Identify and escalate emerging areas of risk and develop policies and strategies to mitigate risk.
- Identify and cultivate national and local partnerships.
- Define statewide data standards that govern the collection, recording, transmission, and storage of education data across the state, including how attendance is captured within schools and districts and transmitted between districts, as well as how it is reported to ODE and other state agencies.
- Create and implement policy that impacts school and district student information systems, changing the way data is created, stored, and transmitted between institutions and to state agencies.

20% - N E - Represent the Agency in Public Communications and Trainings

- Lead briefings for Agency leadership, the Governor's Office, the Legislature, the State Board of Education, and other groups as required on ODE's progress in implementing the SCWD project and reaching associated goals and objectives.
- Produce biennial legislative reports on the SCWD project as required by HB 2508.
- Represent the agency and explain policy issues on the website, at community and education partner presentations, cabinet-level meetings, before boards and commissions of other agencies and before the State Board of Education.
- Establish and lead external and internal community and education partner groups to support implementation of the SCWD project.
- Represent the agency in collaboration with educational and other state agency partners.
- Provide technical assistance to local districts and other education agencies.

20% - N E - Data System Subject Matter Expertise

- Develop and maintain technical expertise on the data systems used by ODE, school districts, schools, ESDs, the

Oregon Youth Authority, and Medicaid billing as administered by the Oregon Health Authority, and on model systems and practices used by other states

- Evaluate these systems and consult with experts, partners, and the SCDW TAC to identify an approach to SCDW that meets user needs, minimizes burden on schools and districts, and most smoothly moves Oregon towards a SCDW solution
- Collaborate with IT staff on the design and implementation of the SCDW, including developing detailed technical specifications, participating in procurement processes to identify a vendor meeting those specifications, and participating in implementation and testing of the vendor-provided solution as it is rolled out within ODE and then statewide
- Leverage systems expertise to develop a plan and schedule for staggered statewide implementation, and develop and work towards adoption of relevant OARs
- Evaluate statutes, operating procedures, and legislative and executive intent to ensure adherence to relevant data collection, student privacy, and data consolidation requirements and best practices.
- Develop documentation, manuals, and training related to implementation of the SCDW project and ongoing maintenance and support of the project
- Conduct legislative and policy research related to consolidated data projects in Oregon and other states.
- Use performance, budgetary, and operational data to evaluate the quality and effectiveness of programs in reaching the metrics associated with the SCDW project.
- Make decisions and set policies that will impact schools, districts, and students statewide, including setting standards for transferring data between districts and for school districts to accurately and efficiently bill Medicaid for services.

15% - N E - Coordination of Statewide Consolidated Data Warehouse/Lake (SCDW) Project

- Develop and implement detailed plans, goals, and objectives for the long-range implementation and administration of the SCDW project.
- Develop and implement proposals, policies, and intervention strategies for intra- and interagency collaboration to ensure coherence in ODE's work to support data consolidation and common educational data standards.
- Analyze and provide feedback and recommendations to improve effectiveness of the SCDW project prior to, during, and after implementation, as a long-term commitment to continuous improvement.
- Develop policies and strategies in a manner aligned to the ODE strategic goals to address complex, politically sensitive issues emerging at the national, multi-state, and state level. This project is one of the governor's priorities. Work within ODE, as well as with other state and federal agencies, and external education and community partners to gain agreement or resolve disputes to support policy initiatives
- Support IT in all procurement processes, including Request for Proposals and contract writing, and monitor contracted services of vendors and consultants pertaining to the SCWD project. Invoke, when appropriate, service level agreements if the vendor does not adequately perform under the terms of the contract.
- Lead the drafting, revision, and adoption of Oregon Administrative Rules (OARs) governing student data practices as they occur within schools and districts and requiring compliance with ODE-adopted standards, practices, and methods.
- Make recommendations to the legislature on new statutory language and conduct implementation analysis for related bills.

5% - N NE - Other duties, as assigned.

At all times - N E:

Demonstrate commitment to equity; in addition to the cultivation of equitable practices across all aspects of this position description:

- Learn and apply knowledge and skills to interrupt systemic oppression.
- Participate and engage in efforts to further RADAR and agency-wide development and implementation of equity goals.
- Have knowledge of and apply tools, such as the ODE Equity Stance and Equity Lens, Strategic Plan, Culturally Responsive Community Engagement tool, the Protocol for Culturally Responsive Organizations, etc., to all work to ensure that the shared vision and mission of RADAR and ODE is clearly articulated in all work produced.

Demonstrate proficiency with the Oregon state government enterprise competencies

- **Communication:** Effectively articulate and exchange information with internal and external partners
- **Innovation:** Ensure a process that allows ideas to be evaluated, adopted, and implemented when appropriate.
- **Intentional engagement:** Consider and appreciate multiple perspectives, backgrounds, and values, integrating them throughout the organization, creating opportunities to effectively achieve organizational goals
- **Mentoring and developing people:** Actively engage employees at all levels of the organization, recognize their potential and support their future career growth
- **Stewardship:** Responsibly manage resources and actively promote a culture in which those resources are effectively utilized.

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.

Works in a typical office environment, with remote work as an option. Frequent contact by telephone, e-mail, in writing or in person with agency executive management and staff, staff from other local, state, and federal agencies, the Governor's Office, legislative staff, education and community partners, and members of the public. High-level coordination with internal and external customers.

This position works a professional work week, Monday through Friday. Some evening and/or weekend work may be required. Workload and priorities fluctuate and can involve highly complex, sensitive, and/or political issues. This position relies upon collaborative, productive, professional and respectful engagement with staff, colleagues, leadership, and subject matter experts within the Agency, across other state agencies, representatives of local government and/or governor's office, with key investment members, partners, and providers within Oregon communities, and others. Frequent in-state travel may be necessary and require sitting/driving for extended periods of time.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements.

The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

SECTION 5. GUIDELINES

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

Oregon Revised Statutes and Chapter Laws; Oregon Administrative Rules; Federal Laws, Code of Regulations (CFR), Requirements, and Guidelines; Oregon Accounting Manual Rules and Regulation; and ODE Policies and Procedures.

How are these guidelines used?

Oregon Revised Statutes and Chapter Laws provide guidance on specific projects and programs approved for funding by the Legislature, as well as guidance on various administrative processes (procurement, debt issuance, collections, State School Fund formula, etc.). Administrative Rules, Oregon Accounting Manual and ODE Policies and procedures are used to provide guidelines for the administration of the programs and/or processes. Federal Statutes, regulations, and guidelines are used to monitor appropriate use of federal funds and monitor for changes in funding authorizations.

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?
Educational organizations, private citizens, and other partners	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification, negotiate policy alignment	Regularly
Legislative Staff/Members	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification, represent the agency in policy discussions	Regularly
ODE executive leadership, assistant superintendents, deputy directors	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification, make policy recommendations	Monthly
Other ODE management and staff, School and district staff	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification, coordinate implementation, provide training	Daily
Other State Agencies	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification, coordinate implementation, negotiate policy alignment	Regularly
SWDC TAC	In Person, by mail, email or telephone	Coordinate and lead meetings, answer questions, resolve disputes, transform input into policy recommendations	Regularly
The governor's education policy advisors	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification, represent the agency in policy discussions	As Needed
The State Board of Education	In Person, by mail, email or telephone	Seek adoption of OARs, provide information, answer questions	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position creates and implements policy with statewide impacts and a high degree of autonomy. Decisions and recommendations made by the employee will have a significant impact on public and fiscal policy pertaining to the SCDW project and will have a high level of visibility and statewide consequence. The SCDW project is a legislative and governor's priority and will require decision-making that is scrutinized at the highest levels and very visible to the public and to the field. Decisions include setting data collection, reporting, and interoperability standards, determining appropriate data governance structures for the SCDW, and setting policy around compliance and standardization with the new system, including requirements for school and district internal systems to be considered compliant.

This position will be expected to directly make and enact decisions that will affect the timely completion and overall success of policy and/or project implementation and will impact the internal operations of schools, districts, other state agencies, and statewide

programs. In addition to direct decision-making authority, this position will also serve in an advisory capacity to directly influence the decision-making of senior leadership both within ODE and as part of ODE's partnerships with other state and local agencies, with broad-ranging impact.

The decisions and policy recommendations of this position will impact schools and districts across the state, the ability of special education, early intervention, and other programs to adequately bill Medicaid for services, and the ability of the state to capture data necessary for fulfilling federal and state reporting and accountability requirements.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Research, Analysis, and Statistics Manager 3	2581106	In Person, by mail, email or telephone	As Needed	Review workload, etc.

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: student data privacy laws, including FERPA, PPRI, and IDEA requirements; common educational data standards and related requirements; common student information systems and data collection, storage, and reporting practices; data justice principles.
- Familiarity with state education agency authority and public K-12 education systems, data collection, storage, and reporting practices.
- Demonstrated commitment to promoting and fostering a diverse and discrimination/harassment-free workplace; establishing and maintaining professional and collaborative working relationships with all contacts; contributing to a positive, respectful and productive work environment; maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.
- Demonstrated community engagement skills, including collaborative research methods engaging educators, community-based organizations, students, and families.
- Strong project management skills and experience scoping and directing large scale projects and/or project tasks.
- Ability to: solicit and value diverse viewpoints; establish effective relationships with a variety of partners and community groups; demonstrate a leadership role as part of a collaborative team effort; collaboratively work across the agency, state government, with school districts, public charter schools and private schools; multitask and work in a fast paced environment; take broad concepts and convert them to guidance and direction; generate, explain, and defend policy decisions with far-reaching impacts.
- Skill and fluency working in a team-oriented environment requiring participative decision making and cooperative interactions among staff and management.
- Experience in oral presentations and presentation software.
- Comfort with independent decision-making.
- Experience working with student-level data.

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides or provide an acceptable alternate mode of transportation.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area

Biennial Amount

Fund Type

SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date