



# State of Oregon Position Description

**Company:** Oregon Department of Education  
**Organization:** Inclusive Services - ODE  
**Service Type:**

## SECTION 1. POSITION INFORMATION

<b>Job Profile Title:</b>	Operations & Policy Analyst 1	<b>Job Profile ID:</b>	0870
<b>Business Title:</b>	Operations And Data Support Analyst (Unfilled)	<b>Position ID:</b>	000000182968
<b>Employee Name:</b>		<b>Company ID:</b>	58100
<b>Representation:</b>	OAS	<b>Budget Auth No:</b>	1447772
<b>Location:</b>	Salem   ODE   Public Service Building		
<b>Supervisor:</b>	Kara Williams (Education Programs Manager 3)		
<b>Position:</b>			
<b>Time Type:</b>	Full Time		
<b>FLSA:</b>	Non Exempt		
<b>Exempt Reason:</b>			
<b>Overtime Eligible:</b>	Yes		
<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 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 located in the Office of Enhancing Student Opportunities. The Office of Enhancing Student Opportunities (OESO) ensures free appropriate public education (FAPE) for Oregon children with disabilities from birth through age 21. The office supports districts and regional programs through technical assistance, program development, and compliance monitoring. OESO also partners with educators, families, advocacy groups, and agencies to enhance outcomes for over 80,000 students with disabilities,

leveraging more than \$370 million in state, federal, and local funds.

Key OESO work centers include Early Intervention/Early Childhood Special Education, Regional Inclusive Services, IDEA Programs, IDEA Compliance, and the Oregon School for the Deaf. Staff collaborate across teams and departments to achieve ODE's mission and goals.

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:

Provide foundational operational and analytical support to the Office of Enhancing Student Opportunities at the Oregon Department of Education (ODE). This role focuses on improving office efficiency by developing and maintaining organizational tools, such as Smartsheet dashboards, surveys, and SharePoint sites, that enhance data access and reporting. The position also assists in coordinating advisory group activities, supporting process improvements, and ensuring the consistent design and organization of office materials, including manuals and reports.

This position applies existing guidelines and standard analytical methods to identify challenges and recommend solutions within the Office of Enhancing Student Opportunities (OESO). Work is guided by established policies, and findings are based on readily available information, review of operational records, and research of precedents. The position focuses on improving processes within OESO.

## 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% - N E - Organizational Tools & Process Improvement

- Develop and maintain Smartsheet dashboards, surveys, and SharePoint sites to support the team's organizational and reporting needs.
- Identify opportunities to streamline office workflows using existing tools and recommend process adjustments to improve efficiency.
- Research and apply accepted analytical methods to evaluate operational challenges and suggest practical solutions within the program.
- Support advisory groups by coordinating meeting logistics, tracking action items, and maintaining shared documentation.

### 25% - N E - Data Accessibility & Reporting Support

- Assist team members with accessing and using data by designing basic reports, organizing data sets, and summarizing findings using existing systems.
- Review operational records and compile information to support routine reporting needs.
- Ensure data accuracy and consistency by applying standard data management practices.
- Provide technical assistance to team members on using office data systems and reporting tools effectively.

### 20% - N E - Office Materials & Documentation

- Assist in designing and organizing office materials, such as manuals, reports, and guidance documents, to ensure consistency.
- Apply existing templates and formatting standards to improve clarity and accessibility of materials.
- Maintain version control and document updates to ensure the team has access to the most current information.
- Support the standardization of office documents by following established ODE guidelines.

### 10% - N E - Stakeholder Coordination & Communication

- Serve as a point of contact for internal staff and advisory group members to facilitate communication and information sharing.

- Assist in scheduling, preparing materials, and summarizing discussions from meetings.
- Prepare basic reports, summaries, and presentations to communicate findings and updates.
- Support the development of staff training materials related to reporting tools and office procedures.

**10% - N E - Operational Research & Compliance Support**

- Conduct basic research on regulations, policies, and best practices relevant to Inclusive Services programs and programs held by OESO.
- Monitor procedural compliance using established checklists and reporting tools.
- Identify potential operational challenges and recommend adjustments based on precedent and existing guidelines.
- Participate in task forces or workgroups as needed to support operational improvements.

**5% - N E - Other Duties as Assigned**

**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.**

Prolonged computer use, frequent virtual meetings, and effective communication. The role involves minimal physical demands, with no lifting required, and typical office-related sensory and environmental conditions. Periodic deadlines may create brief periods of increased workload and stress.

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.**

The person in this role will consult and reference Oregon Revised Statutes, Oregon Administrative Rules, and the federal IDEA. They will also utilize manuals and guidance established by the Office of Enhancing Student Opportunities and the Oregon Department of Education.

**How are these guidelines used?**

In this role, the person will use Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), and federal IDEA regulations to ensure alignment with legal and policy standards. When developing and maintaining organizational tools, they will reference these regulations to ensure accurate data reporting and compliance. For data accessibility and reporting support, they will apply statutory and administrative guidelines to validate data accuracy and support decision-making. Office materials and documentation will be created and maintained using established guidance to ensure consistent, compliant messaging. In stakeholder coordination, they will provide accurate information and summaries that reflect current regulations. Additionally, operational research and compliance support will involve using statutes, rules, and departmental manuals to identify challenges, recommend solutions, and monitor adherence to legal and procedural requirements.

## 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 partners	In Person, by mail, email or telephone	Advisory, consultation, addressing questions	Weekly
Community-based organizations	In Person, by mail, email or telephone	Advisory, consultation, addressing questions	Weekly
Parents, Families	In Person, by mail, email or telephone	Addressing questions	As Needed
School districts, ESDs	In Person, by mail, email or telephone	Advisory, consultation, addressing questions	Weekly

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions on developing and maintaining organizational tools, streamlining workflows, and presenting accurate data. It involves applying analytical methods to solve operational challenges, supporting stakeholder communication, and ensuring compliance with regulations. These decisions directly enhance operational efficiency, data accuracy, stakeholder collaboration, and regulatory compliance, contributing to effective program management within the Office of Enhancing Student Opportunities

## SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Programs Manager 3	0000500	In Person, by mail, email or telephone	As Needed	Regular check-ins, quarterly PAF goal setting and review

## 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:

- Ability to apply standard analytical techniques to evaluate data and operational processes.
- Experience using Smartsheet, SharePoint, or similar digital tools for organizing and tracking work.
- Strong attention to detail in compiling reports, maintaining records, and designing office materials.
- Clear communication skills to effectively support internal team members and advisory groups.
- Ability to follow established procedures and apply existing policies to solve conventional problems.
- Experience coordinating meetings, organizing materials, and assisting with reporting functions preferred.

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.

## 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