



State of Oregon Position Description

Agency: Department of Early Learning and Care

Division: Social Equity

SECTION 1. POSITION INFORMATION

Job Profile Title: Operations & Policy Analyst 3

Job Profile ID: 0872

Business Title: Equity Training and Education Coordinator

Position ID: 000000158069

Employee Name:

Company ID: 58800

Representation: OAS

Budget Auth No: 1410972

Location: Salem | DELC | Summer Street

Supervisor: Koffi Dessou

Position: Operations & Policy Analyst 3

Time Type: Full Time

FLSA: Non-Exempt

Exempt Reason: Yes

Overtime Eligible: Permanent

Employee Type:

SECTION 2. JOB DESCRIPTION SUMMARY

- a. **Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

The Department of Early Learning and Care (DELC) is a new Oregon state agency that launched on July 1, 2023. The mission of DELC is to foster coordinated, culturally appropriate, and family-centered services that recognize and respect the strengths and needs of all children, families, and early learning and care professionals. The Values of DELC are equity, respect, trust, relationships, safety, continuous improvement, and integrity. The vision of DELC is: All children, families, early care and education professionals, and communities are supported and empowered to thrive.

DELC is responsible for oversight of a statewide early care and education service delivery system. This work includes administration of state and federal early care and education programs such as state preschool, home visiting, Relief Nurseries, Early Learning Hubs, and professional learning for early childhood professionals. The Early Learning Council, a Governor- appointed public board charged with coordinating a cross-sector system at the state level to improve kindergarten readiness, serves as the policy-making body for DELC. As Oregon's childcare agency, DELC is also responsible for the design and implementation of the state's childcare work. This includes the licensing program, professional development, and quality improvement (Spark) along with responsibilities for the development and implementation of the state's childcare plan pursuant to the federal Childcare and Development Fund (CCDF). It also includes the administration of the childcare assistance program, Employment Related Day Care, and fully serves all forms of childcare across

the state. Staff members work in a central office in Salem and in field offices located in various parts of the state.

The Office of Social Equity has a primary charge of operationalizing equity, diversity and inclusion practices in Early Learning and Care programs, policies, performance, and priorities. This takes the shape of equity in program management (policies, priorities, performance measurement, planning, early learning and care decisions within communities and funding), workforce and workplace (recruiting, hiring, onboarding, training, developing, and career advancement), advisory structures (that are reflective of Oregon's diversity.)

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 Equity Training and Education Coordinator leads the equity training and education programs and provides technical assistance in processes, policy, and performance evaluation to all employees. The purpose of the work in this position is to help employees achieve DELC's diversity, equity, and inclusion goals. The work is done by identifying and addressing systemic barriers to ensure all benefit from Early Learning and Care services and investments.

The incumbent of this position works under the supervision of the Social Equity Director and closely with other division leaders to develop and implements agency policy, programming, and communication to all employees in areas of equity, diversity, and inclusion in their daily work, and in the business lines of the agency.

Responsibilities include developing, improving, executing, and evaluating the agency's equity training and education program. This position also reviews and evaluates policies, long-range plans, goals, objectives, and milestones, to ensure all children, families, and early learning providers, have just access to the resources distributed and the services delivered by DELC. The person in this position also works closely with Human Resources to increase the diversity of the workforce by developing strategies that help reduce barriers to employment faced by protected classes and those underrepresented. This position is also responsible for engaging the organization in dialogue that promotes understanding, respect, and inclusion in the work environment. This position collects data, conducts analyses, and provides reports on the agency's progress related to diversity, equity, and inclusion through investments and decision making as an agency.

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/	E/NE	DUTIES
		NC	

30%	N	E	<p>Training for Diversity, Equity, and Inclusion</p> <ul style="list-style-type: none"> Collaborate with DELC's agencywide training and development specialist to develop, facilitate, coordinate, and assess agency-wide training and education on diversity and inclusion topics and follow training plans to educate and train employees, supervisors, managers and leaders on diversity principles and cultural competency skills for leading a diverse workforce. Maintain knowledge of current and emerging inclusion and diversity principles and best practices and recommend appropriate changes to programs, policies and/or practices. Promote understanding, respect, and inclusion in the work environment and actively develop, promote, and articulate policy, projects and activities that support and enhance the agency's values and goals of a diverse and inclusive organization and provide guidance to achieve these goals. Work with managers and employees on cultural literacy and awareness by leading workplace dialogue and seminars. Collect training survey data and analyze the data to improve the training program. Conduct training impact surveys to ensure the application of learning and tools.
30%	N	E	<p>Technical Assistance for Diversity, Equity, and Inclusion</p> <ul style="list-style-type: none"> Collaborate with human resources to ensure that recruitment, hiring, retention, performance management, promotion, and other policies and practices are socially equitable and aligned with DELC's Equity priorities. Collaborate with all divisions within DELC to ensure their policies and practices in resource distribution and service delivery are aligned with the agency's equity priorities. Make expert recommendations and give counsel to top level management in assisting managers with making difficult decisions and engaging in sensitive conversations among staff and management about inclusion and diversity. Review agency-wide communication related to various societal issues related to equity, diversity and inclusion topics. Provide advice, guidance, and coaching to employees on the equity impacts in policy, program, budget, procurement, performance measures, and evaluation. Provide strategic equity lens to all units of the agency engaged in external coordination including, but not limited to, childcare licensing, childcare compliance, program administration, and regional system coordination through the Early Learning Hubs and Childcare Resource & Referral entities. Assist Social Equity Director in developing new processes for advancing Equity, Racial Justice, and provider diversity in agency practices. Research current demographic trends in historically excluded and vulnerable communities; recommend and assist in the development of administrative rules, and policies and procedures that advance agency

			<p>operations or administrative processes as it relates to equity in Early Learning and Care.</p>
30%	N	E	<p>Program Policy Analysis</p> <ul style="list-style-type: none"> • Analyze programs, policies and practices related to DELC Equity and Racial Opportunity, research nationwide equity and diversity development opportunities and make recommendations to the Agency's leadership and management teams. • Evaluate project effectiveness using processes for systematic organizational improvement. Design and oversee the collection of data, analyze data, evaluate program development and implementation to develop and implement agency policy and activities that move the agency toward the vision of Equity.
10%	N	E	<p>Community Engagement and Partnership</p> <ul style="list-style-type: none"> • Build relationships with internal and external partners. • Represent the agency and participate on advisory committees and external work groups. • Participate on committees, review programs and processes relevant to Equity and Racial, support the managers in maintaining strong and viable Equity programs. Assist in developing detailed plans, goals and objectives for the long- range implementation and administration of agency programs. Evaluate the quality and effectiveness of programs; recommend strategic changes and priorities for allocating agency resources.
At all times	NC	E	<p>Commitment to Equity</p> <p>In addition to the cultivation of equitable practices across all aspects of the position description</p> <ul style="list-style-type: none"> • Learn and apply knowledge and skills to interrupt systemic oppression. • Participate and engage in efforts to further agency-wide efforts to develop and implement Equity goals and priorities. • Have knowledge of and apply tools, such as the Equity Lens, Culturally Responsive Community Engagement tool, etc., to all work to ensure the shared vision and mission of the Early Learning Division is clearly articulated in all work produced.

All of the time	NC	E	Customer Service Consistently treat customers, partners, vendors, and co-workers with dignity and respect. Create and maintain a work environment that is welcoming and respectful of diversity. Set clear guidelines and model expected professional behaviors.
-----------------	----	---	--

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 will involve working as a team member and independently. The employee in this position must have a valid driver's license and an acceptable driving record or be able to provide a satisfactory alternate method of transportation.

Work includes managing service needs, which may have conflicting requirements and tight deadlines.

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;
- Federal regulations and acts regarding child care, Head Start, governmental agencies, etc.
- Oregon Administrative Rules adopted by the Early Learning Council;
- Attorney Generals Model Rules of Procedure;
- Early Learning Council's policies and goals;
- Early Learning System Director's priorities;
- Early Learning Division policies and procedures;
- The Oregon Equity Lens

How are these guidelines used?

To provide both general and specific guidance for administration of the duties of the position; to provide the basis for the development of programs and policies; to respond to technical and legal questions; and support the work of the Department staff and the Early Learning Council.

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?
Partners	In Person, email or telephone	Discuss equity and inclusion strategies, train, and provide information, tools and consultation.	Monthly and as needed
Executive Team and Council	In Person, email or telephone	Recommend equity and inclusion strategies and plans, train, and provide reports and consultation	As necessary
Agency Managers	In Person, email or telephone	Discuss equity, inclusion and affirmative action plans, train, and provide information, tools, and consultation.	Daily or as needed

Agency Staff	In Person, email or telephone	Inform and train staff on equity and inclusion. Promote collaboration, values, and positive culture.	Daily or as needed
Early Learning Care Providers/Other State Agencies/Advisory Committees	In Person, email or telephone	Receive and provide information; conduct research; coordinate advisory committees	Daily or as needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Recommends agency-wide programs and policy to improve agency practices to support a more diverse and cultural competent workforce. Recommends how to handle sensitive diversity, equity, inclusion, and affirmative action management concerns and determines appropriate responses. Makes decisions regarding appropriate written and verbal responses for internal and external stakeholder concerns. Determines effectiveness of report, contract, and requests for proposal, policy, and procedure language recommending changes as needed.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Diversity, Equity & Inclusion Manager 2	1715002	In person, by email or telephone	Daily	Evaluate for overall effectiveness Performance Review

SECTION 9. OVERSIGHT FUNCTIONS

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

N/A

How many employees are supervised through a subordinate position?

N/A

Is this a Lead Worker Position? **No** Over how many employees?

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

Plan work	Coordinates schedules
Assigns work	Hires and discharges
Approves work	Recommends hiring
Responds to grievances	Gives input for performance evaluations
Disciplines and rewards	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:

Qualities and Skillsets Required:

- Knowledge of equity and inclusion principles and cultural competencies,
- Knowledge of the legislative process and government finance

- Skill in synthesizing diverse facts, opinions, and materials into a workable report, proposal, solution or alternative
- Skill in bringing together diverse and/or opposing groups and working through to a mutually acceptable solution or solutions
- Skill in dealing with groups of individuals with diverse and sometimes antagonistic view points and identifying and addressing all potential issues and concerns
- Skill in analyzing complex statewide systems, identifying problems, generating alternatives, building consensus, and implementing solutions
- Skill in public speaking and presentation
- Demonstrated track record of program design, development, and implementation
- Excellent written and oral communication skills and the ability to maneuver difficult and sensitive conversations with individuals and groups
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) is required. Basic knowledge of online survey tools is preferred
- Ability to facilitate meetings and work groups and to foster healthy dialogue while also driving toward decision-making. Adept at public speaking in organized, facilitated events and in town-hall settings
- Ability to build productive and collaborative partnerships with agency staff, partners, and communities of color organizations to build support for, develop, and implement an equity and inclusion program
- Ability to manage high levels of ambiguity and create clarity: manage multiple tasks and deadlines; work independently and be self-motivated; learn and absorb complex information quickly; work well as part of a cross-functional team and be supportive of colleagues; and adjust to changing work flow demands
- Ability to apply history, current research and promising practices to project development taking into consideration agency vision and agency understanding

Desired Attributes:

- Grounded in social equity theory and practices with experience in government workplace application
- Organizational Development or related field or equivalent experience
- Extensive experience, knowledge and lived experience with inclusion and diversity work
- Experience successfully playing a leadership role on a diverse and multi-disciplined team to accomplish specific tasks or goals
- Demonstrated strategic thinking with the ability to innovatively operationalize strategic initiatives
- Ability to facilitate inclusion & equity discussions that create understanding and build trust
- Skilled in relational skills with audiences of all levels and backgrounds, demonstrating interpersonal, presentation, and verbal/written communication skills
- Demonstrated knowledge of adult learning theory, trauma-informed practices and change management
- Results-oriented with the ability to work both independently and collaboratively across functions
- Ability to perform technical research and analysis of laws and regulations and apply them to company operations, products and marketing
- Project management skills including the ability to develop and implement plans and timelines
- Microsoft Office products and SharePoint knowledge
- Exceptional ability to engage in training and public speaking and represent the organization publicly
- Ability to work with limited direction, set priorities and manage deadlines

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.

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
----------------------	------