



# State of Oregon Position Description

**Company:** Department of Early Learning and Care  
**Organization:** Programs Division - DELC  
**Service Type:** Excludable Management Service - Supervisory

## SECTION 1. POSITION INFORMATION

<b>Job Profile Title:</b>	Grants, Loans, and Programs Manager 3	<b>Job Profile ID:</b>	X7323
<b>Business Title:</b>	Director of Early Learning Programs	<b>Position ID:</b>	000000157265
<b>Employee Name:</b>		<b>Company ID:</b>	58800
<b>Representation:</b>	MMS	<b>Budget Auth No:</b>	1413335
<b>Location:</b>	Salem   DELC   Summer Street		
<b>Supervisor:</b>	Joel Metlen (Business Operations Administrator 2)		
<b>Position:</b>	Grants, Loans, and Programs Manager 3		
<b>Time Type:</b>	Full Time		
<b>FLSA:</b>	Exempt		
<b>Exempt Reason:</b>			
<b>Overtime Eligible:</b>			
<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 Department of Early Learning and Care (DELC) is a new Oregon state agency that supports the development and well-being of all Oregon children and ensures families in every corner of the state have access to high-quality early learning and care. DELC also supports child care professionals by providing technical assistance, professional development opportunities, business services, licensing, grants and other resources. DELC was created by the Oregon Legislature in 2021 to unify and strengthen Oregon's early learning system. On July 1, 2023, DELC was established, bringing together the Oregon Early Learning Division (from the Department of Education) and the Employment Related Day Care (ERDC) program (from the Department of Human Services).

The mission of the Oregon Department of Early Learning and Care (DELC) is to foster coordinated, culturally appropriate and family-centered services that recognize and respect the needs of all children, families and early learning and care professionals. Our vision is that children, families, early care and education professionals and communities are supported and empowered to thrive.

The primary purpose of this position is to provide strategic direction and leadership in the oversight and implementation of the programs under the umbrella of Early Learning Programs within the Program Design and Administration Office (PDAO), which

includes the Baby Promise Program, Birth through Five Literacy, Child Care Assistance Program (CCAP), Early Childhood Equity Fund, Healthy Families Oregon (HFO), Oregon Prenatal to Kindergarten program (OPK), Preschool Promise Program (PSP), and Relief Nurseries. This position is responsible for research, and evaluation of community needs, design and administration of programs and related policy, and for program review and improvement. This position advises the Early Learning System Director and Executive Leadership Team on strategic planning, defining operational functions and effectiveness, and recommending action plans that affect division outcomes and goals; this includes interacting and advocating to external policy makers within the Governor's Office and Legislature.

## **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.**

### **50% NC/E Leadership, Design, and Administration of Early Learning and Care Programs**

- Direct the design and administration of all programs within the Program Design and Administration Office, including the Baby Promise Program, Birth through Five Literacy, Child Care Assistance Program (CCAP), Early Childhood Equity Fund, Healthy Families Oregon (HFO), Oregon Prenatal to Kindergarten program (OPK), Preschool Promise Program (PSP), and Relief Nurseries.
- Oversee grant management for programs, in collaboration with the Grant Management Office.
- Determine, develop, and recommend program or broader policies, or program and policy changes through analysis of the agency's work and the effect of program and policy changes on the target populations.
- Determine resources needed to implement policy and program changes as well as the most effective utilization of available resources.
- Determine program priorities using an equity lens and direct the development and implementation of procedures and program priorities while ensuring compliance federal and state regulation requirements.
- Ensure programs advance opportunities and outcomes for children and families of color, children with disabilities, children and families struggling economically, and other priority populations using an equity lens based on data and community and partner input.
- Determine reporting and administrative controls over the operations of programs including coordinating with other internal units/programs as well as external entities.
- Initiate and oversee rule revision or development process, based on changes to program requirements, policies and practices.
- Engage other DELC Offices, Tribes, system partners, advocates, providers, parents, and families in the development, implementation, and improvement of programs.
- Translate knowledge of best practices in early learning into program design and administration, rules, policies, operating procedures.
- Assure integration and alignment of program design and process impacting state funded early learning programs.
- Assure quality and perform monitoring across programs to ensure compliance with the requirements of federal and state laws and rules, and agency policies, standards, and operating guidelines.
- Review and analyze office activities to measure compliance with agency requirements, good practice, and program expectations.
- Analyze program performance, make appropriate recommendations, and take necessary actions to continually improve program performance.
- Track and implement changes to state and federal early learning program requirements.
- Act as point for legislative activities related to office programs, including developing and presenting reports, data, and responses for the legislature on topics such as program performance or budget.
- Oversee Head Start Collaboration Grant budget and makes annual determination on use of budget.

### **35% NC/E Supervision of Program Design and Administration Offices**

- Manage every stage of the recruitment and hiring process, including interviewing, selecting, and providing training.
- Plan, assign, and review work of program unit staff; evaluate employee performance to implement goals.
- Provide timely feedback on the quality of staff's work product or performance in an ongoing manner.
- Plan and/or identify professional development for staff.
- Prepare performance appraisals and recommend personnel actions regarding staff; take corrective action to resolve identified performance deficiencies.
- Respond to employee complaints and grievances.

- Provide on-going consultation to assigned staff to review key programmatic decisions, including reviewing and discussing provider complaints, implementing process improvements, and ensuring timely and appropriate provision of technical assistance.
- Provide specific consultation, support, training and mentoring to individual staff as needed.
- Provide staff training on new program offerings or requirements.
- Hold section meetings and represents the program unit and at department meetings as appropriate, in conjunction with other management staff.
- Respond to community and provider complaints and grievances; respond to questions and information requests.
- Oversee operational budgets for state funded programs within the unit.

**10% NC/E Organizational Leadership**

- Serve on the agency management team to advise Early Learning System Director and Executive Leadership Team on strategic planning, policy performance measures, and long and short-range goals and objectives, defining operational functions and effectiveness, and recommending action plans that affect division outcomes and goals.
- Represent the agency on external committees, workgroups and with other agencies. Represent the agency by addressing community and professional organizations. Prepares reports and correspondence that represent the agency.
- Participate in and lead internal Division-wide committees, projects and work- groups related to agency operational functions, goals, and objectives.
- Provide consultation to Director on program unit biennial budget. Determine and explain the need for additional resources to Director, Executive Leadership Team, and external policymakers within the Governor’s Office and Legislature.

**5% NC/NE Other duties as assigned**

**AT ALL TIMES - Commitment to Equity**

Equity Lens: Designs and/or asks sets of questions to identify and eliminate disparate results-outputs, outcomes, impacts- of policies, programs, and practices for underserved/under-represented community members\*

Equitable Workplace: Demonstrates cultural consciousness, commitment, and behavior, to improving an inclusive workplace climate for everyone.

Equitable Results: Produces results, i.e., outputs, outcomes, or impacts from programs and decisions toward closing disparities for under-represented community members\* and improving results for everyone.

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 \*Underserved/Under-represented community members: e.g., people of color; people with disabilities; LGBTQ+, etc.; and new immigrant populations.

**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.**

Employee works a professional work week. Occasional deadlines may require work in excess of eight hours per day for forty hours per week. Working environment can involve high stress, short time frames and the requirement to work on multiple tasks simultaneously. Frequent travel, including overnight may be necessary. A valid drivers license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation.

**SECTION 5. GUIDELINES**

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

- Federal and state Head Start program guidelines on performance standards
- State statutes and rules governing Relief Nursery and Preschool Promise programs
  - Federal statutes and regulations, Oregon Revised Statutes and Oregon Administrative Rules for the Child Care Licensing Division,

- Oregon State Police criminal record evaluations, and Child Protective Services. Child Care Unit guidelines, policies, and procedures.
- Oregon Equity Lens
  - Early Learning Council policies and procedures
  - Oregon State and Federal Civil Rights Laws and Regulations
  - Department of Early Learning & Care policies and procedures
  - Caring for Our Children, Best Practice Guidelines for Child Care Licensing
  - Oregon’s Early Learning and Kindergarten Guidelines

**How are these guidelines used?**

These policies, guidelines and rules guide the work.

**SECTION 6. WORK CONTACTS**

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

<b>Who</b>	<b>How</b>	<b>Purpose</b>	<b>How Often?</b>
Agency Leadership	In Person, by mail, email or telephone	Coordination, alignment, consultation	Weekly
DELC Program and Operations Directors	In Person, by mail, email or telephone	Coordination, alignment, consultation	Weekly
Early Childhood Service Providers	In Person, by mail, email or telephone	Coordination, alignment, consultation	Weekly
Early Learning Council and Committees	In Person, by mail, email or telephone	Coordination, alignment, consultation	Monthly
Governor’s Office	In Person, by mail, email or telephone	Representing the Agency	As Needed
Legislators, Legislative bodies, other policy makers	In Person, by mail, email or telephone	Representing the Agency	As Needed
News Media	In Person, by mail, email or telephone	Representing the Agency	As Needed
Parents and families	In Person, by mail, email or telephone	Representing the Agency	As Needed
Policy Unit Staff	In Person, by mail, email or telephone	Coordination, alignment, consultation	Weekly
Professional Associations and Unions	In Person, by mail, email or telephone	Coordination, alignment, consultation	Monthly
Region X Federal Partners	In Person, by mail, email or telephone	Coordination, alignment, consultation	Monthly

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Reviews and makes recommendations on policy, contracts, budgets, and technology and system investments that may create a financial obligation for the Department. Hires staff, reviews work assignments, and identifies technology and system needs of users, including accounting, payroll, provider funding, and other applications affecting payments or reimbursement of funds to providers and families.

Poor decisions about hiring and staff performance affect the quality and timeliness of services provided to childcare and early learning providers as well as the quality and quantity of services that are provided to children and families. This position is required to make autonomous decisions about program design and administration as well as the ability to distinguish when issues need to be brought to the Director or Executive Leadership for input and consideration. These decisions can have a direct impact on the ability of parents and families to access critical early childhood education programs.

Poor decisions may cause damage to the Agency’s credibility to providers, families, the Legislature, Governor’s Office and other federal, state, or local officials, and could cause forfeiture of funds or curtailment of programs.

## SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Deputy Director of Programs		In Person, by mail, email or telephone	Weekly	Support and quality assurance

## SECTION 9. OVERSIGHT

**What are the oversight activities for this position?**

Plan Work  
Assign Work  
Approves Work  
Responds to grievances  
Disciplines and rewards  
Coordinates schedules  
Hires and discharges  
Recommends hiring  
Gives input for performance evaluations  
Prepares & signs performance evaluations

## 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:**

The individual in this position must have a high degree of knowledge of preschool program models, rules, policies and practices, and apply them uniformly at all times. The individual must also exercise independent judgement and decision making in the absence of clearly defined policy, guidelines or regulation.

The individual must be able to communicate clearly and manage a high level of competing demands. This position requires strategic thinking, planning, and execution and the ability to work cooperatively with those that have competing interests.

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.

A valid driver license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation is required.

All positions within DELC require employees to serve as a “mandatory reporter of child abuse.

As a Management Service position, the following Affirmative Action / Diversity Responsibilities are inherent to this position:

- Review and follow Affirmative Action plan strategies.
- Consider affirmative action goals in hire, transfer, promotion, and selection decisions.
- Hold employees accountable to demonstrating respectful workplace behaviors.
- Include information in employees Performance, Accountability and Feedback (PAF) review that solicits feedback from employees on inclusivity in the workplace.

**SECTION 11. BUDGET AUTHORITY**

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

<b>Operating Area</b>	<b>Biennial Amount</b>	<b>Fund Type</b>
Early Learning Programs	\$750,000	General/Federal/Other Funds

**SECTION 12. ORGANIZATIONAL CHART**

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

**SECTION 13. SIGNATURES**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Manager Date

\_\_\_\_\_  
Appointing Authority Date