



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/27/23

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Department of Early Learning and Care

Facility: Salem Office (Veteran's Buidling)

New Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Fiscal Analyst 3, b. Classification No: C1245, c. Effective Date: May 1, 2023, d. Position No: 2350513, e. Working Title: Senior Budget Analyst, f. Agency No: 58800, g. Section Title: DELC Budget, h. Budget Auth No, i. Employee Name: Vacant, j. Repr. Code: OAS, k. Work Location (City - County): Salem - Marion, l. Supervisor Name: Linnea Wittekind, m. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, Job Share, n. FLSA: Exempt, Non-Exempt, If Exempt: Executive, Professional, Administrative, o. Eligible for Overtime: Yes, No

SECTION 2. PROGRAM AND POSITION INFORMATION

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 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 Administrative Branch includes Human Resources, Operations, and Information and Technology. Operations consists of Budget, Fiscal, Accounting, Provider and Grantee Payments, Procurement and Contracts, and Facilities Management. Collectively, the offices covers a full range of business services that are provided to support agency staff and external partners. Through these different units, the mail is processed, bills are paid, contract are developed and executed, the agency budget is developed, funds are managed and distributed to day care and early learning facilities across the state, information technology solutions are developed, enhanced, and managed; and agency facilities/space issues are addressed. Administration acts as reliable customer service partners for the rest of the agency to meet the business needs and objectives of our mission.

**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 purpose of this position is to carry out the goals and objectives of DELC by assisting in the development, execution, and monitoring of the Department’s biennial budget. This position acts as budget analyst for department offices/division, as assigned by the Budget Services Director, assists with the development and preparation of the agency’s biennial budgets and maintains locally generated tracking spreadsheets and other documentation. The focus of this position is to coordinate DELC Program budgets to include Grant-in-Aid tracking.

**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/NC | E/NE | DUTIES |
|-----------|--------|------|--------|
|-----------|--------|------|--------|

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.*

**65 % - E - Budget Development/Oversight**

- Serves as a contact to Program(s) management regarding budget issues and inquiries
- Prepares and updates monthly Program(s) budget reports
- Reviews monthly Program(s) budget reports with Budget Manager & Budget Director and identifies issues to escalate to DELC Leadership
- Grant contract tracking
- Maintain Grant-in-Aid table and develop tracking mechanism
- Back up for index/PCA requests
- Prepare legislative fiscal requests
- Coordinate with Program’s regarding fiscal requests
- Back up for invoice mailbox
- ORBITS budget entries
- Back up for Federal Grant Reporting uploads
- Monthly CAT cash flow reports
- Budget team legislative coordinator (backup)
- Prepare quarterly allotments
- Be able to have conversations with program management regarding budget and expenditures
- Back up for OBEII information requests
- Assists in preparation/coordination of Agency Request Budget
- Budget reconciliation – Governor’s Budget and Legislatively Adopted Budget
- Provide training to staff

- Works with agency leadership to develop and execute DELC budget
- Reviews budget requests and adjustments for approval
- Supports DELC staff to analyze variance between actual and estimated budgets

### **30 % - R – E - Planning & Policy**

- Provides guidance to Program managers on effective strategies and practices for reviewing, approving and providing feedback to providers on submitted budgets
- Monitor and manage contract/budget renewal process to ensure contract/grant renewal timelines are met.
- Communicating & providing input to Grants Director and other related Program directors/managers
- Coordinate with Policy on ERDC and understands budget impacts of policy changes
- Coordinate with Policy on CCDF and understands budget impacts of policy changes
- Communicate with legislative committees & Gov office

### **5% - R – NE Other duties as assigned.**

### **AT ALL TIMES - Commitment to Equity**

- Cultivation of equitable practices across all aspects of job function
- Learn and apply knowledge and skills to interrupt systemic oppression
- Participate and engage in efforts to further agency wide diversity, equity, and inclusion efforts.
- Have knowledge of and apply tools to ensure that the shared vision and mission of DELC is clearly articulated in all work produced
- Consistently treat customers, partners, vendors and co-workers in a professional manner with dignity and respect.
- Create and maintain a work environment that is welcoming and respectful of diversity. Sets clear guidelines and models 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.**

Work must be done with independent judgment and often be accomplished within demanding time-sensitive constraints with competing demands and priorities. Work is FLSA-exempt and frequently exceeds a 40-hour work week. The employee in this position must have a valid driver’s license and a good driving record, or be able to provide an acceptable alternate method of transportation.

## **SECTION 5. GUIDELINES**

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

State Accounting Manual  
 Statewide Financial Management System (SFMS) manual  
 DAS budget instructions  
 Budget reports  
 Accounting Manual  
 ORPICS and ORBITS user guides  
 Workday Job Aids  
 Oregon Revised Statutes

Oregon Administrative Rules  
 Generally Accepted Accounting Principles (GAAP) & Governmental Accounting Standards Board (GASB) EDGAR,  
 and other federal regulations relating to programs

**b. How are these guidelines used?**

State accounting and SFMS manuals are used to analyze and interpret budgetary and accounting issues for program office staff and to coordinate with accounting staff to ensure consistency in accounting documentation. Oregon Revised Statutes (ORS), federal regulations, manuals, state and federal laws, rules and regulations related to education are used to ensure that program implementation is consistent with legislative intent. ORPICS and ORBITS user guides and DAS budget instructions are used as guidelines in developing the agency’s biennial budget. Workday Job Aids are used as guides to ensure payroll cost centers are updated appropriately as budget partners with HR.

**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? |
|---------------------------------------|-------------------------|--------------------------------------------------|------------|
| Federal Office of Childcare, Region X | Phone/In person/Writing | Share information / provide technical assistance | Weekly     |
| DOJ/DAS/ODE                           | Phone/In person/Writing | Determine compliance                             | Daily      |
|                                       |                         |                                                  |            |
|                                       |                         |                                                  |            |
|                                       |                         |                                                  |            |
|                                       |                         |                                                  |            |

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

**SECTION 7. POSITION RELATED DECISION MAKING**

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

This position requires the ability to make autonomous decisions as well as the ability to distinguish when decisions should be brought forward to agency leadership for input and consideration.

Position makes decisions on appropriate budgetary practices, controls, and processes that have a direct correlation with the accountability, oversight, and internal control of approximately \$1.4 billion of state and federal resources. These decisions impact the overall effectiveness of agency expenditure control; compliance with state and federal budgetary regulations policies; compliance with statutory budget and appropriate law; and assurance of adequate and appropriate budgetary review and oversight. Incorrect decisions could lead to an adverse impact on the Department’s ability to meet mission, goals, and objectives, as well as negative audit findings and/or public perception.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|----------------------|-----------------|-----|-----------|-------------------|
|----------------------|-----------------|-----|-----------|-------------------|

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

|                 |         |                                                                                                        |                                                   |                |
|-----------------|---------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------|
| Budget Director | 2315003 | Observation, in person, document review, input from internal and external customers and annual review. | Daily (as needed)/ Weekly/formally every 6 months | Input/Feedback |
|                 |         |                                                                                                        |                                                   |                |
|                 |         |                                                                                                        |                                                   |                |

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0  
 How many employees are supervised through a subordinate supervisor? 0

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

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

This positions requires:

Knowledge of the legislative process  
 Knowledge of administrative rules process  
 Knowledge of statewide budget policy, process and practices  
 Contract Management Certifications

The individual must exercise independent judgment and decision making in the absence of clearly defined policy, guidelines or regulation.

The individual must be able to communicate clearly and effectively both verbally and in writing, and manage a high level of competing demands. This position requires strategic thinking, planning, and execution, as well as 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.

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

| Operating Area                                                                                                               | Biennial Amount (\$00000.00) | Fund Type |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> |                              |           |
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**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature                      Date                      \_\_\_\_\_  
Supervisor Signature                      Date

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