



State of Oregon Position Description

Company: Oregon Department of Education
Organization: ORMS - Operation | Child Nutrition Program - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Executive Support Specialist 1	Job Profile ID:	0118
Business Title:	Executive Support Specialist 1 (Unfilled)	Position ID:	000000048852
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	375830
Location:	Salem ODE Public Service Building		
Supervisor:	Dustin Melton (Grants, Loans, and Programs Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
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.

The Child Nutrition Programs section supports the mission of the State Board of Education by providing leadership to child nutrition programs throughout the state, assisting programs to provide nutritious meals to children and qualifying adults making children ready to learn, and by supporting nutrition education for children enabling them to reach their full potential for lifelong learning, health and productivity.

The Child Nutrition Programs section of the Office of Student Services exists to fulfill federal requirements for:

1. Oversight of federal grants and federal entitlement funds to sponsors of Child Nutrition Program, and
2. Assuring that all children and needy families have access to food, a healthful diet and nutrition education. The section provides state level administration for child nutrition programs delivering 80 million meals annually to Oregon's children to prepare them for a successful educational experience.

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 provide confidential secretarial support and perform or coordinate administrative work for upper level agency management position (Child Nutrition Program Director, School Nutrition Manager, Community Nutrition Manager), including preparing and completing special projects and assignments. A key responsibility is to assess program needs and prepare recommendations for training or changes in policies and procedures. The person in this position also coordinates projects, conducts studies and research, assists the team in developing program/operational goals, and establishes/maintains procedures to support the program.

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% - R - E - Director/Manager Support, Secretarial Support and Communications

- Drafts memos for CNP sponsors from USDA memo/APB correspondence
- Tracks and saves correspondence issued by USDA and ODE CNP
- Issues correspondence to the field from the Director
- Maintains current collection of reports, instructions, guidelines, and other regulatory, federal and state administrative reference materials
- Develops agendas for and schedules CNP all staff meetings and distributes minutes of such meetings as required
- Prepares drafts and final copies of letters, memos, reports, etc. for approval and signature
- Take and transcribe dictation of confidential, technical, or legal information for Program appeals
- Prepares and submits travel and expense claims for Director
- Schedule and arrange appointments, meetings, and conferences for the managers and director
- Manages each of the team managers' calendars
- Send Weekly Update email
- Send out reimbursement rates to the team and sponsors when they are released
- Sets up Smartsheets
- Tracks reporting, FPRS and team specific due dates and notifies the team
- Completes and submits FPRS reports
- Add Position Descriptions (PD) to Workday for CNP staff
- Assist with USDA Foods WBSCM tasks
- Assist with USDA Foods warehouse invoices
- Assist with USDA Foods processing tasks
- Prepares Form A for CNP related registrations
- Provide ODE Front Desk coverage
- Prepare workshop materials
- Reserve meeting rooms and other arrangements for CNP meetings
- Process CNP correspondence, forms, and other materials: proofread, edit and format letters submitted by specialists, obtain approval and signature and distribute to the field
- Prepare training and workshop materials (copy, assemble information, order supplies, etc.)
- Track registration for CNP trainings
- Monitor and take action with the ODE CNP inbox

40% - R - E - Forms and Office Process Management/Administrative Duties

- Works independently with minimal instruction, determines timelines, communicates with staff, monitors progress, reviews or revises projects for correctness; assists in formulating and implementing office policies and procedures

- Arrange for materials translations
- Completes new hire process for new employees and completes exit forms for departing employees.
- Updates CNP forms as necessary
- Coordinates translation of Program materials into languages other than English as required by Program regulations and coordinates the use of interpreters
- Provides administrative support for federal nutrition grants by completing Intent to Apply and submit grants through Grants.gov
- Assists in training and orientation of new staff in procedures for Child Nutrition Programs
- Supports Director and Managers in appeals process
- System Administrator for CNPweb application security (add/modify sites; inactive sites; add/modify/terminate Users)
- Process CNP reimbursement claims, including but not limited to:

-Claim adjustments

-One-time exceptions

- Process CNP program closures
- Process CNP new/renewal application processes
- Process EGMS claims
- Process out of state travel requests and submit travel justification for CNP staff
- Leads Child Nutrition Programs quarterly meetings

5% - R - E - Special Projects/Assignments

- Back-up representation for Emergency Evacuation and Safety Committee meetings

5% - R - E - Civil Rights

- Process and log civil rights complaints

5% - N - E - Front Desk Coverage

- On a rotating basis, provide backup coverage for ODE's Front Desk; responding to internal and external inquiries verbally and in writing, routing calls and inquiries to appropriate person, assist with mailing and miscellaneous clerical duties.

5% - R - NE - Other Duties as Assigned

- Other duties as required

At all times - R - E - Commitment to equity

In addition to the cultivation of equitable practices across all aspects of your position description, also:

- Learns and applies knowledge and skills to interrupt systemic oppression
- Consistently treats sponsors, stakeholders, partners, vendors, the public, and co-workers with dignity and respect. Creates and maintains 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.

Typical office environment; multiple program deadlines create competing responsibilities and short project timelines requiring high-level organization and priority-setting skills; position requires ability to handle multiple tasks and responsibilities simultaneously while maintaining quality service and output for each project; occasional in-state travel to workshops and meetings; must be able to work with a diverse staff having varied work-styles and unique professional goals.

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.

This position requires the incumbent be in-person at the Public Service Building when providing coverage for ODE's Front Desk.

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.

SECTION 5. GUIDELINES

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

ORS
OARs
ODE Administrative bulletins
Agency policies and procedures
Agency purchasing and forms development systems
Agency clerical manual
Federal regulations governing Child Nutrition Programs including 7 CFR 210, 215, 225, 235, 245

How are these guidelines used?

Used for reference in order to complete tasks correctly to ensure compliance with federal requirements, agency policies and procedures, and agency publishing standards

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?
Child care center sponsors	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed
Concerned citizens	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed
Food service management companies	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed
Lawyers and auditors	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed
Legislators and staff	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed
Parents	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed
Residential Child Care Institution (RCCI) sponsors	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed
Sanitarians	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed
School district personnel	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed
USDA regional staff	In Person, by mail, email or telephone	Answer questions, direct calls, provide materials and information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions regarding the collection and dissemination of information, and determines the appropriate action in individual circumstances. Decisions must be made with conscious thought given to the professional image of the work unit and the agency, and the extent to which confidentiality must be maintained. Person must be able to recognize agency and office goals, objectives, and priorities when making decisions. Poor decision making could result in non-compliance to Program and/or agency rules resulting in corrective or disciplinary action and could reflect negatively on the Child Nutrition Programs work unit.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Grants, Loans and Program Manager 3, Director of Child Nutrition Programs	0000095	In Person, by mail, email or telephone	Regularly	Review is needed ot make certain program goals are being met and compliance is made with federal regulations

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:

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.

Excellent communication (verbal and written skills are required for this position. Diplomacy and tact are required when dealing with the public, school district personnel, and other staff of programs in the section and outside of the section. Person must be able to effectively balance the daily demands of multiple programs simultaneously. Professionalism must be maintained at all times.

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