



# State of Oregon Position Description

**Company:** Oregon Department of Education

**Organization:** Child Nutrition Program - ODE

**Service Type:**

## SECTION 1. POSITION INFORMATION

<b>Job Profile Title:</b>	Operations & Policy Analyst 2	<b>Job Profile ID:</b>	0872
<b>Business Title:</b>	Operations And Policy Analyst 2 (Unfilled)	<b>Position ID:</b>	000000178842
<b>Employee Name:</b>		<b>Company ID:</b>	58100
<b>Representation:</b>	OAS	<b>Budget Auth No:</b>	1446359
<b>Location:</b>	Salem   ODE   Public Service Building		
<b>Supervisor:</b>	Dustin Melton (Grants, Loans, and 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.

The Child Nutrition Programs (CNP) section is part of the Oregon Department of Education's (ODE) Office of Student Services. The section employs about 35 people across three teams: the Administrative team, the School Nutrition Programs team, and the Community Nutrition Programs team. CNP provides state-level administration for United States Department of Agriculture Food and Nutrition Service (USDA FNS) Child Nutrition Programs, including National School Lunch and School Breakfast Programs, Child

and Adult Care Food Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, Special Milk Program and USDA Foods. State-funded programs include Farm to School and School Gardens, expansion grants, and state meal subsidies for federal Child Nutrition Programs.

Through these programs Oregon children, students and adults have direct access to nutritious meals and snacks throughout the year. CNP administers about \$400 million in state and federal meal reimbursement and grants each biennium. Child Nutrition Programs are operated by about 500 schools; school districts; public, child care centers; afterschool programs; Head Start programs; juvenile detention centers; emergency shelters; adult day care, family day care home providers, summer programs, and other public, tribal, and private non-profit, and for-profit entities across Oregon (program sponsors or sponsors).

CNP provides program sponsors with meal reimbursements, program guidance, oversight, and training and technical assistance. It also collaborates with other USDA FNS programs and numerous stakeholders and professional associations.

The ODE's mission is to foster equity and excellence for every learner through collaborations with educators, partners, and communities. The CNP section contributes to that mission by working with schools, school districts, childcare providers, and other public and private entities to ensure participants and potential participants have access to and receive nutritious meals so they are ready and able to learn and grow.

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:

Work with the Child Nutrition Program (CNP) Director and CNP team to refine, revise and/or create and implement systems and policies for CNP. In addition, work with the CNP Team to sustain CNP systems for effectiveness and plans or designs improvements in CNP operations. Also this position analyzes, develops and revises administrative procedures that support existing regulations and reviews program data. This position will manage elements of Program development, implementation and evaluation related to CNP.

## 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% - NC E - System Development, Improvement and Evaluation**

- Identify internal processes and procedures in CNP that need study and improvement
- Coordinate with CNP Director, Team Managers, USDA Foods Program Administrator and Farm to School Program Analyst to develop, implement and improve effective/efficient internal CNP systems and processes
- Coordinate with external CNP stakeholders to develop, implement and improve effective/efficient external CNP systems and processes
- Act as liaison between external ODE offices and CNP
- Manage and coordinate CNP federal reporting and data requests
- Develop schedule for routine evaluation of CNP policies and procedures (quality assurance review)

### **25% - NC E - Operational Support and Research**

- Collaborate with CNP Director, Team Managers, USDA Foods Program Administrator, Farm to School Program Analyst and Research Analyst 3 to formulate long-range objective, short-term operational goals
- Plan and complete CNP analytical research in conjunction with Research Analyst 3
- Analyze and design internal/external forms to support CNP
- Analyze and design queries from CNP data systems to support CNP
- Coordinate the development of an onboarding system/training for new CNP Food Program Coordinators/Food Service Directors and new CNP applicants
- Support Research Analyst 3 in research studies that evaluate CNP operations; design and oversee the collection of data for organizational surveys; analyze data, evaluate findings and recommend operational changes

- Assist in developing and conducting sponsor surveys
- Participate in team interviews
- Receive and filter Public Records Requests (PRR) to appropriate individuals or pull data - determine time required, respond to requests, pull data and provide to PRR Coordinator
- Provides technical support to local programs regarding ODE processes and procedures with the Oregon Department of Human Services
- Develop processes for sharing data and information across state agencies (DHS)
- Provides technical support regarding ODE Procurement and agreements with local sponsors and non-profit groups
- Coordinated with the Department of Justice (DOJ) on contract language
- Functions as a state representative for ODE and ODE CNP related areas
- Participate in Web Content Council meetings and provide programmatic web updates including You Tube uploads and mentor to answer questions about web updates

## **20% - NC E - Project Management**

- Facilitate and coordinate Secretary of State (SOS) Audits for CNP
- Provide support to Team Managers and USDA Foods Program Administrator for USDA Management Evaluations (ME), including gathering documents, organize information, answering ME questions, and uploading documents to the USDA system
- Participates in the planning and presentation of numerous annual conferences, both in-state and out-of-state conferences
- Monitor and track progress of CNP grants
- Represent CNP in accountability across ODE
- Support CNP staff/sponsor on Grants Management System
- o Act as Project Manager for the build of the Grants Management System
- o Coordinate with the steering committee for GMS
- o Coordinate with EGMS transition team to ensure cross-agency scope with the Grants Management System
- o Integration of APIs with internal and DELC systems into the ODE Grants Management System
- o Coordinate transition from CNPweb to new Grants Management System
- o Attend weekly meetings, gather requirements, update forms with requests, research information, provide updates during developer meetings
- Act as liaison for all other internal processes and updates required - IMS, IT, Data Sharing with other agencies, Single Sign On

## **10% - NC E - Resolving Conflicting and Abstract Policy Issues**

- Lead meetings/discussion points around federal, regulatory policies
- Make suggestions for changes to ODE's approach to federal Programs based on research of policies, memos and guidance
- Develop and refine approaches
- Coordinate conversation around state discretion policies related to federal Programs.
- Develop implementation tools when changes in policies are determined and released
- Develop assumptions for forecast of financial impacts on Programs due to policy change(s)
- Coordinate data scenarios

## **10% - NC E - Policy Analysis and Legislative Coordination**

- Coordinate with CNP Director, Team Managers, USDA Foods Program Administrator and Farm to School Program Analyst to formulate and draft policy and design operational systems to support policy direction
- Coordinate alongside other ODE units to support the development of agency-wide initiatives, i.e. Streamlined Reporting, ODE Grant Consolidation, and small school legislation

- Coordinate cross-agency review and discussion of proposed policy and/or legislative changes with outside agencies and non-profits
- Coordinate policy task forces comprised of CNP staff and CNP stakeholders to address legislative and policy changes
- CNP Legislative Coordinator(s) in evaluating legislation in Oregon (Statutes/Oregon Administrative Rules) for fiscal and programmatic impact affecting CNP, including create bill analysis, answer legislative questions, pull data, research information, attend legislative coordinator meetings, answer advocate email
- Work with the CNP Director and CNP Legislative Coordinator(s) to develop and track legislative concepts/bills related to CNP
- Coordinate ODE CNP response to proposed state legislation/regulations
- Coordinate annual review of Oregon Administrative Rules that impact CNP

#### **5% - NC NE - Miscellaneous**

- Other duties as assigned

#### **At all times - 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.**

In all instances, consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Models expected professional behaviors.

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.

Typical office environment with cubical structure and conference rooms. This position works independently and as a part of a group. Multiple Program deadlines create competing responsibilities and short project timelines requiring highly developed organizational and priority-setting skills. Position requires ability to handle multiple tasks and responsibilities simultaneously while maintaining quality service and output for each project. Must be able to work with a diverse staff and customers having varied work-styles and unique professional goals. Provide information to peers as needed.

Occasional/Frequent in-state travel may be necessary and require sitting/driving for extended periods of time. Must have a valid driver's license and a satisfactory driving record or provide an acceptable alternate method of transportation. Must be available for occasional work sessions, trainings, or meetings on weekends and/or evenings. Maintain multiple process timelines and meet varied due dates. Communicate with a variety of audiences.

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.

- Federal Regulations 7 CFR 210, 215, 220, 225, 226, 227, 240, 245, 250, 3015, 3016, and 3019
- USDA FCS Instructions, Bulletins, trainings, and directives
- Public Laws P.L.103-448, P.L.104-149, and P.L.104-193 ORS 326.051 (2)(b), ORS 327.520, ORS 327.525, OAR 581-51-100, OAR 581-51-200, OAR 581-51-400 and OAR 581-22-720
- ODE and ODE CNP manuals, memoranda, and instructions

**How are these guidelines used?**

These rules dictate Federal State and Local requirements for Child Nutrition state agency and sub-grantees. This includes nutrition education, technical assistance, program development and implementation, fiscal monitoring and program monitoring of subject programs within designated timelines.

## 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?
CNP and ODE staff, Public and private school district personnel; public and private non-profit sponsoring personnel and boards; state, local and federal agencies; national, state and local commissions and lay and professional groups	In Person, by mail, email or telephone	Coordinate activities, respond to inquiries and complaints, obtain information	As Needed
legislators; legal counsel, auditors; contractors; personnel from business; child nutrition personnel from other states; parents, students and other program participants; state and national advocates	In Person, by mail, email or telephone	Coordinate activities, respond to inquiries and complaints, obtain information	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions affect CNP partners and stakeholders

Types of Decision:

- Develop policies as it's related to CNP
- Collect and disseminate information, and determine the appropriate action
- Identify specific goals of assigned projects and implements plans
- Decisions made with CNP management include determination of internal best practices, policies, and procedures

Affect of these decisions:

- Non-compliance of sponsors to Program and/or agency rules may result in fiscal, corrective or disciplinary action

## SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Grants, Loans, and Programs Manager 3	0000095	In Person, by mail, email or telephone	As Needed	Review is needed to make certain program goals are being met and compliance is made with federal regulations and state laws. Also conducts annual formal written performance appraisal

## 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.

Position requires excellent verbal and written communication and listening skills; excellent research and analytical skills; skills in performing technical and support functions; skills in planning and managing projects; and skills in coordinating diverse activities to ensure completion of projects, tasks, and assignments. This position also requires knowledge of USDA/FNS and Oregon School and Community Nutrition Program regulations, procedures and policies, and CNPweb.

Knowledge of relational databases, and skills in writing queries and constructing data reports. Demonstrated skills in MS Word, and skills in data analysis and developing pivot tables and graphs in Excel. Managerial level experience

## SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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## SECTION 12. ORGANIZATIONAL CHART

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

## SECTION 13. SIGNATURES

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date