



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Pupil Transportation & Fingerprinting - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Administrative Specialist 1	Job Profile ID:	0107
Business Title:	Administrative Specialist 1 (Unfilled)	Position ID:	000000178849
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	
Location:	Salem ODE Public Service Building		
Supervisor:	Brock Dittus (Compliance and Regulatory Manager 1)		
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.

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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.

This position is assigned to the Pupil Transportation & Fingerprinting work unit. Oregon Revised Statutes require the Department of

Education to adopt and enforce rules relating to school bus and school activity vehicle construction and equipment, operation, special qualifications (including certification) and training for drivers, vehicle inspection, and special accident reports. Oregon’s 197 school districts use approximately 6,000 school buses and activity vehicles and have 6,000-7,000 active school bus drivers and 7,000-8,000 activity vehicle drivers. School buses transport over 255,000 students to and from school daily and travel over 74 million miles annually. Assistance is provided to local school districts, Head Start transportation providers, and private school and bus contractors in all phases of transportation, including bus maintenance, inspection, accident investigation, purchasing, facilities, law and rule interpretations, driver selection and training, and policy development and routing.

Pupil Transportation & Fingerprinting is also responsible for the fingerprint-based criminal history checks for non-licensed public and private school personnel. Approximately 20,000 fingerprint records are processed annually through this office. The work unit also conducts driving records and Oregon criminal history checks for volunteers and prospective employees of both public and private schools using the Law Enforcement Data System (LEDS). Approximately 21,000 driving and criminal history records are processed annually through this office.

There are over 1,300 public schools, 197 school districts and 19 Educational Service Districts in Oregon, with almost 15,000 activity and school bus drivers transporting over half of all the students in Oregon each day. This position works cooperatively within the program to assist administrative staff in the processes associated with serving these entities.

The primary purpose of this position is to: Perform and report on LEDS background checks for pre-employment or volunteer applications, review and determine eligibility of School Bus Driver, Type 20, Special Pupil Activity Bus, and Athlete Agent applications according to Oregon statute and rules applicable. Assist in the delivery of school bus permits, certificates, renewals, temporary, and activity driver applications submitted by Oregon’s public and private schools, and filing applications for such. Works under the direction of the administrative team lead worker.

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.

% 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”.

50% N E

Processing received applications and requests. This includes, but not limited to:

Confidentially handles Criminal Justice Information System (CJIS) information and use of Law Enforcement Data System (LEDS) according to ODE and Oregon State Police standards and regulations.

Reviews, notates, approves or denies, and files school bus driver applications, temporary driver requests, activity driver requests or applications, fingerprinting applications, athlete agent applications, etc. according to unit procedure.

Serves as backup for delivering results of fingerprinting for classified employee applicants. Communicate approvals or

denials by delivering certificates and approvals in email to stakeholders.

Utilizes exemplary communication skill and tact when delivering messages to stakeholders.

Cite regulatory information when necessary to support communications.

25% N E

Coordination and management of the unit's shared inbox. This includes, but not limited to:

Utilize the flagging system designed to categorize received emails into delegated file types for task delegation and file identification.

Review incoming files to reject or move forward for processing based off application requirements and submission standards.

Locate and utilize digital filing systems for file retention. Accurately label and date applications saved for processing.

Respond to a variety of emails and forward inquiries and correspondence to appropriate parties.

Utilize agency database to post electronic training submissions. Use knowledge of the requirements for approved classroom training hours and reject submissions that do not satisfy these requirements.

Utilize agency database to generate a variety of reports to provide to customers upon request.

25% N E

Other duties may be assigned or may be distributed. This includes, but is not limited to:

Edit a variety of correspondence from rough draft. Proofread reports and letters prepared by other staff members.

Communicate with people by telephone, in person, and in writing.

Organize & prioritize worker's own workload based on known needs and priorities for the unit's customers.

Use computer with database and agency's standard application suite.

Update mailing labels.

Retrieve, open and distribute mail from central building mailroom.

Open and distribute mail.

File paperwork in unit cabinets & archives.

Serve as backup for processing ARS.

Assist team members with tasks.

Serve as backup in running LEDS reports for a variety of applications.

Assist in sending out training reports.

At all times N E

Commitment to Equity

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

Learn and apply knowledge and skills to interrupt systemic oppression.

Consistently treat sponsors, stakeholders, partners, vendors, the public 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.

Frequent, extended periods of sitting at a computer terminal performing data entry; retrieving and returning files to large bank of four-drawer files; and frequent telephone and in-person contact with angry people, school districts, contractors, school administrators, business officials, department employees, and employees of other state and federal agencies. Maintain confidentiality.

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.

Oregon Revised Statutes Oregon Administrative Rules
Oregon Pupil Transportation Manual Oregon Minimum Standards
Other State's Vehicle Code Manual LEDS Manual

How are these guidelines used?

These guidelines are used to ensure compliance. Working knowledge of the Pupil Transportation Manual is required for customer inquiries.

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?
School administration personnel, contractor, general public, parents of school children	In Person, by mail, email or telephone	Confirming information, directing phone calls or communication of information regarding the program	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Suitability for processing of applications for driver credentials, background clearance, and Athlete Agent according to rule; associated rejections and/or requests for revision of unsuitable submissions. Decision to issue or reject before notifying customer.

Appropriate filing and storage of documents, both physically and electronically.

These decisions impact the suitability of candidates for work in school contexts with unsupervised access to pupils and is a critical aspect of ensuring compliance with regulations regarding school personnel, volunteers, and athlete agents. These decisions also ultimately affect the safety of Oregon school pupils.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Compliance & Regulatory Manager 1	0000107	In Person, by mail, email or telephone	As Needed	To ensure work of the section is completed according to laws and rules.

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

Diplomacy in dealing with people, particularly the public and other agencies.
Secretarial experience and experience in dealing with public and school administrators.
Needs working knowledge of word processing, databases, and other office equipment.
Ability to work with confidential matters concerning personnel and other administrative decisions within the section, with ESDs, and with public and private school districts.
Obtain Law enforcement Data System (LEDS) certification from Oregon State Police.

This position has been designated to have authorized access to FBI CJIS or unrestricted access to a terminal that has LEDS capability, and/or to have direct responsibility to configure and maintain computer systems and networks with direct access to FBI CJIS, and/or to have direct responsibility to review, and/or be provided with a copy of a CHC print-out. This position requires access to Criminal Justice Information Systems (CJIS) and is subject to a fingerprint-based criminal background check within 30 days of hire. CJIS security awareness training must be completed within six months of assignment and every year thereafter.

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
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_____ Manager	_____ Date
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_____ Appointing Authority	_____ Date
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