



# 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 1	<b>Job Profile ID:</b>	0870
<b>Business Title:</b>	Wellness Policy Specialist (Unfilled)	<b>Position ID:</b>	000000178839
<b>Employee Name:</b>		<b>Company ID:</b>	58100
<b>Representation:</b>	OAS	<b>Budget Auth No:</b>	
<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>	Part 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.

This position is located in the Child Nutrition Programs section. These Programs are directed by the State Board of Education and its mission:

"The Oregon Department of Education fosters equity and excellence for every learner through collaboration with educators, partners, and communities."

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.

This section provides state level administration for Child Nutrition Programs delivering 80 million meals annually to Oregon's children and qualifying adults to prepare children for a successful educational experience.

The Core OHS Team is the leadership team involved with planning, implementation, data collection and evaluation efforts. The OHS Advisory Committee is made up of school health stakeholders who provide perspective, insight, and partnership in developing strategies, activities and messaging on coordinated school health and the components of the WSCC model. This position works closely with the OHS Grant Manager to support school wellness efforts for students and staff as aligned with the ODE mission statement and the CDC DP-23-0002 cooperative agreement.

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 Oregon Healthy Schools CDC 23-002 cooperative agreement to support the work of the grant manager to carry out grant activities to meet performance objectives. This position provides operational and administrative support, collects and reviews program data, analyzes existing policies and develops policy guidelines and priorities, develops and revises administrative procedures that support existing regulations, assists with coordination of project management.

The Oregon Healthy Schools (OHS) Policy Specialist position evaluates and recommends program priorities on school wellness initiatives to achieve state program goals and works in collaboration with colleagues and partners. This position formulates statewide policy procedures and priorities consistent with the mission and policies of the Oregon Department of Education and the CDC 23-002 cooperative agreement. Using the Whole School, Whole Community, Whole Child Framework (WSCC), the OHS Policy Specialist develops model policies to address nutrition, physical activity, and management of chronic health conditions for students. This position provides assistance to local education agencies, after school and summer programs and K-12 schools in the development and implementation of policies and practices to promote nutrition, comprehensive physical activity programs, and school health services. The OHS Policy Specialist will serve as a member of the core OHS Team and member of the OHS Advisory Committee.

## 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% N E

### **Operational Support**

- Participate as a member of the OHS Core OHS Team and support OHS Advisory.
- Participate on task forces related to grant aligned activities.
- Support OHS Advisory Group
- Assist with cross program (CNP and OHS) coordination on wellness policy promotion, education, assessment, and implementation. Identify potential operational problems and recommend solutions.
- Participate in developing policies and practices to improve OHS operational processes.
- Represent ODE at meetings with Priority School District, OHA and other agencies/organizations, as needed.
- Assist OHS Grant Manager on assessment and evaluation for the performance measures required by the Centers for Disease Control and Prevention.
- Contribute to CDC communication requirements such as grant reports and stories on grant progress and findings.

20% N E

### **System Analysis and Improvement**

- Work with the OHS Grant manager and CNP management to develop, implement and improve efficient internal systems allowing identification of areas for strong collaboration between CNP Programs (SNP, CNP, Farm to School, and OHS)
- Analyze and suggest new technology applications to support communications, data collection and assessment, and administrative needs.

- Assist OHS Grant Manager with data collection and monitoring system for CDC requirements.
- Review OHS data and tracking system for accuracy and recommend improvements to OHS Grant Manager and evaluators.
- Develop and conduct surveys to identified audiences.
- Report survey results to OHS Grant Manager and Advisory. Include recommendations when appropriate.

20% N E

#### **Administrative Services**

- Support the OHS Grant Manager with administrative duties associated with the CDC Healthy Schools Cooperative Agreement.
- Assist OHS Grant Manager with planning, facilitation, and administrative duties for meetings and trainings.
- Manage reservations and reimbursements for on-site trainings and professional development.
- File and maintain databases and documents.
- Manage calendar appointments for Advisory and OHS Team meetings.
- Analyze and create forms or documents as needed.
- Coordinate response to requests for internal and external information from the public or legislative committee members.

15% NC E

#### **Legislative and Policy Analysis**

- Assists OHS Grant Manager development of policy guidelines and priorities.
- Assist Priority School District with using the Wellness Policy Action Tool (WPAT) to analyze SHI and WelSAT 3.0 data.
- Analyze district local wellness policies, School Health Profiles, and Student Health Survey data and provide recommendations using evidence-based policies and procedure
- Using the WSCC framework, identify existing local policies; state and national legislation; and proposed evidence-based and practices to develop operational goals and state and local-level implementation plans.
- Track CDC Healthy Schools aligned bills (school nutrition, CSPAP, School Health) bills introduced during legislative session.
- Coordinate Rulemaking processes for CDC Healthy Schools aligned bills as needed.

10% N E

#### **Project Management**

- Assist OHS Grant Manager with the coordination of OHS project activities between partner organizations, Priority and statewide school districts, and community programs.
- Coordinate with the OHA Research Analyst, CDC, and OHS evaluators to produce data reports.
- Coordinate projects, assessment and evaluation, assist OHS Grant Manager in developing program/operational goals and establishing/maintaining procedures to support the grant activities

5% N NE

#### **Miscellaneous**

- Other duties as assigned

## 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.**

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 works remotely except for occasional in-person meetings and trainings.

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 workstyles and unique professional goals. Provide information to peers as needed.

Some travel in and out-of-state that may include weekends or extended working hours. 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.

## 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; auditors; contractors; child nutrition personnel from other states	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.

Types of Decision:

- 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

Effect 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	0000095	In Person, by mail, email or telephone	Quarterly	Review is needed to make certain program goals are being met and compliance is made with federal regulations and state laws.

## 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.

This position requires a driver's license and an acceptable driving record or an alternative means of transportation.

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 public and community health, schools nutrition, comprehensive school physical activity programs, and school health services. 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.

**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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