



# 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>	Research Analyst 3	<b>Job Profile ID:</b>	1117
<b>Business Title:</b>	Research Analyst 3 (Unfilled)	<b>Position ID:</b>	000000031021
<b>Employee Name:</b>		<b>Company ID:</b>	58100
<b>Representation:</b>	OAS	<b>Budget Auth No:</b>	1137760
<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.

This position is in the Child Nutrition Programs (CNP) section of the Oregon Department of Education's (ODE) Child Nutrition, Research and Accountability, Fingerprinting and Pupil Transportation Unit. 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, summer and afterschool expansion grants, and state meal subsidies for federal Child Nutrition Programs. The section employs about 35 people across three teams: the Administrative team, the School Nutrition Programs team, and the Community Nutrition Programs team. CNP administers about \$400 million in state and federal meal reimbursement and grants each biennium. Child Nutrition Programs are operated by about 500 eligible local organizations statewide.

Child Nutrition Programs are in the Office of Child Nutrition, Research and Accountability, Fingerprinting and Pupil Transportation. It works across agency and with individual program sponsors to promote the agency mission and values.

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 CNP Research Analyst (RA) reports to the Director of Child Nutrition Programs and supports all of Oregon's CNP Programs. These include the School Nutrition Programs, Child & Adult Day Care Program, Summer Food Service Program, USDA Foods & Procurement Programs, Farm to School Program, and CDC Improving Student Health Grant.

At a high level, the RA is responsible for overseeing all aspects of CNP's data operations. This position serves as the data owner for the CNPWeb database and Direct Certification System SQL database. CNP's data is stored in CNPWeb (SQL database), the Direct Certification System (SQL database), State Financial Management System (SQL database), USDA Foods Monthly Processor Reports (set of Excel sheets), and other spreadsheets (Smartsheet, Google Sheets, Excel, Access). CNP's data operations involve gathering, analyzing, reporting, and presenting data from the above sources to conduct and improve internal operations, to conduct research with internal and external partners, and to comply with federal and state reporting requirements. These tasks require a high level of skill using SQL, R, and PowerBI for building data products and conducting statistical analysis.

Experience with data analysis and programming is limited among staff outside of the RA. The RA must work closely with non-technical staff understanding projects in context with CNP operations, in communicating results, and in ensuring processes are user-friendly. With the guidance of program managers and the Director of Child Nutrition Programs, the RA must be comfortable managing data projects without supervision from a technical manager. The RA must be dynamic in their ability to manage simultaneous projects and respond to the Team's changing needs across all CNP programs.

This classification series is distinguished from other classes that do research work because research is the primary focus.

## 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.**

### **55% - NC - E - Conducting Research and Providing Data**

- Ensure accurate and timely reporting
- Utilize a wide range of skill sets to meet the needs of each of the programs
- Identify appropriate statistical methods and develop procedures for the various steps that will guide research projects or the response to data requests.
- Design databases and develop data sets for storage and analysis of data.
- Analyze, interpret and report technical data.
- Work with local, state and federal partners in assessing the needs, methods, and procedures for the evaluation of CNP data.
- Develop and test questionnaires, forms and survey instruments used to collect and gather data.
- Identify appropriate data elements to answer research project questions and design/develop complex relational database queries to retrieve data from CNPWeb.
- Analyze data output utilizing the appropriate statistical procedures.
- Perform quantitative and qualitative data analysis by utilizing relevant statistical procedures, and utilize computer software. This could include, but is not limited to, SQL, R, PowerBI, and PowerAutomate
- Maintain existing automated processes and work with management to identify new ways to automate and improve operations.

- Develop and ensure the accuracy, timeliness, and clarity of USDA, USED and Oregon Legislature research requests, both scheduled and ad hoc requests.
- Develop automated processes that query, analyze, and present data using complex scripts in R, SQL, PowerBI, and PowerAutomate.
- Develop R scripts using linear programming to schedule Administrative Reviews for School Nutrition Programs and Procurement teams.
- Develop scripts to support CNP's Fiscal Grants Analyst to reconcile funding/meal count discrepancies
- Processing CNP claims
- Reconcile USDA meal reports and ODE financial reports
- Complete USDA Food Program Reporting System (FPRS) reporting
  - Including uploading and revising all CNP data into the USDA FPRS system
  - Work with CNP's Fiscal Grants Analyst to reconcile any discrepancies
- Represent/present CNP data to external partners.
- Report writing, dissemination and presentation:
  - Create various data displays (tables, graphs, and charts), including writing descriptive and interpretative reports, explain complex statistical findings in technical and lay person's terms.
  - Oral and written reports may be presented to various audiences, including legislative bodies, agency personnel, CNP staff, sponsors, community groups and non-profit organizations.
  - Adapt summative information and reports to the needs of the varying audiences.
  - Ensure that the analytic results are clearly described in appropriate formats.
  - Reports range from full-length reports to short articles, memos, and/or research notes.
- S-EBT and work with Reporting, Accountability, & Data team

### **30% - NC - E - Research Planning and Design**

- Food and reduced price reporting
- Research planning and design from initial formulation, conceptualization, and organization of research questions and problems to the development of research designs (all aspects).
- Maintain knowledge of statistical and methodological procedures so that appropriate designs can be selected to fit the assumptions and hypotheses of the research.
- Read and utilize the findings of current studies conducted by other researchers in child nutrition
- Develop an understanding of CNP requirements and participate in the formulation of research questions related to CNP data.
- Coordinate with other CNP staff, including program managers, OPA3, and SSA OPA1, to create and implement procedures that integrate data systems into team operations.
- Coordinate with staff in ODE Communication, Information Technology, and Financial Services Unit to ensure research projects comply with respective Agency requirements.
- Coordinate with CNP managers to establish and implement reporting processes and procedures.
- Develop research methodology to answer complex forecasting questions for the Oregon State legislature.
- Develop and conduct research studies to identify trends in CNP data to provide insights on how to improve operations.
- Integrate and develop new systems

### **10% - NC - E - Technical Assistance and Consultation**

- Provide technical assistance and consultation on research, evaluation and data collection to ODE, other agencies, contractors, private and nonprofit partners, and other parties as appropriate.
- Formulate research questions, define data elements, develop data sets, and design measurement and survey questions.

#### **5% - NC - E - Miscellaneous**

- Other duties as assigned.

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

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.

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 and 250; 2 CFR 200
- USDA FCS Instructions, policy memos, guidance 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 581-021-012, OAR 581-51-100, OAR 581-51-200, OAR 581-51-400 and OAR 581-22-720

**How are these guidelines used?**

These rules must be known and understood in the day-to-day work when analyzing data and making recommendations.

## 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?
Agency director, leadership team, CNP and ODE staff, USDA FNS staff, Public and private school district personnel	In Person, by mail, email or telephone	Provide and receive 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	Provide and receive information	As Needed
Public and private for-profit, 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	Provide and receive 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 related to balancing personal workload and establishing processes.

## 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	Informal basis with a written formal performance appraisal - 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 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 and skills in performing technical and support functions.

Knowledge of relational databases, and skills in writing queries and constructing data reports. Demonstrated skills in Outlook, Microsoft Word, Excel and Powerpoint, online meeting platforms, and skills in data and information analysis 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 lead and work with a diverse staff having varied work-styles and unique professional goals. Maintain multiple process timelines and meet varied due dates. Communicate effectively with a variety of audiences.

## 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