



State of Oregon Position Description

Company: Oregon Department of Education
Organization: School Nutrition - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Program Analyst 1	Job Profile ID:	0860
Business Title:	Program Analyst 1 (Unfilled)	Position ID:	000000004169
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1181930
Location:	Salem ODE Public Service Building		
Supervisor:	Michelle Fleener (Grants, Loans, and Programs 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.

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 (ODE)'s Office of Child Nutrition, Transportation and Fingerprinting. CNP provides state-level administration for the United States Department of Agriculture Food and Nutrition Services (USDA FNS) Child Nutrition Programs, including National School Lunch Program (NSLP) and School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), Fresh

Fruit and Vegetable Program (FFVP), Special Milk Program, USDA Foods and Summer Electronic Benefit Transfer (S-EBT). State-funded programs include the Farm to Child Nutrition Program, state expansion grants and state meal subsidies for Federal Child Nutrition Programs.

CNP administers more than \$400 million in state and federal meal reimbursement and grants each biennium; Child Nutrition Programs are operated by 500 eligible local organizations statewide. The mission of the agency is: The Oregon Department of Education fosters equity and excellence for every learner through collaborations with educators, partners and communities. The agency values are: Integrity, Accountability, Excellence and Equity.

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 School Team Manager, School Team, Operation and Policy Analyst, Department of Human Services and partner organizations to assist in providing compliance, oversight, training, and communication to support institutions, programs and individuals in the effective administration of the Oregon School Nutrition Programs, This position provides support, and leads the development of processes, tools, and guidance to Child Nutrition Program staff and sponsors. Additionally, this position will provide information, technical assistance, and support to program sponsors, agency staff, the public, partner organizations and groups, vendors and contractors in the operation of Oregon School Nutrition Programs.

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.

35% - N E - Program Coordination

- Develop technical assistance, guidance, and information material for administrators, sponsors, food service personnel, private for-profit and non-profit enterprise, educators, parents, special interest groups, professional organizations, consultants, public agencies and other government personnel on School Nutrition policies, procedures, and federal regulations.
- Serve as a point of contact for School Nutrition programs in Oregon
- Use established process and expectations to coordinate and evaluate school nutrition program work to ensure all steps were followed and accurate data is provided and used by districts and organizations.
- Develop and implement Quality Assurance tools for school nutrition administrative review and reporting and record keeping to maintain compliance and ensure accountability.
- Develop and implement tools to solicit internal and external feedback on the school nutrition program to improve the system.

35% - N E - Program Service Delivery and Outreach

- Develop and implement strategies to enhance and increase school nutrition access and equity by:

- Participating in advisory groups
- Working with other organizations and partners, such as DHS, OHA, Partner for Hunger Free Oregon, and No Kid Hungry.
- Marketing the program by writing articles for the school nutrition newsletter and updating the website with relevant information.
- Develop a communication plan to inform sponsors, administrators, and school governing boards to develop policies that integrate school nutrition program so eligible participants receive accurate benefits.
- Promote expansion and implementation of programs through outreach efforts including media contact, public service announcements, brochures and videos.
- Assess, plan, and evaluate training needs of school nutrition programs.
- Contribute to developing an annual training plan related to school nutrition for all CNP programs, both internally and externally.
- Coordinate training by developing, reviewing, and presenting workshops, seminars and classes to meet program and grant requirements for school nutrition programs.
- Identify and disseminate program models, pilot programs, best practices, and strategies for school nutrition to sponsors and organizations for compliance.
- Individually or collaboratively develop presentations for conferences, workshops and seminars in program related subject areas.
- Notify sponsors and potential sponsors of school nutrition programs requirements to ensure compliance.
- Build strong relationships with current and potential sponsors and other state agencies that work with school nutrition programs.

15% - N E - Program and Financial Coordination

- Review and compare program and grant-related legislation, Oregon Administrative Rules, for consistency and accuracy with federal regulations. Recommend revisions to the applicable CNP manager for areas that are not consistent or accurate.
- Support Manager, Operations and Policy Analyst and Team Leads in preparing documentation for Management Evaluations and Secretary of State Audits related to school nutrition.
- Coordinate school nutrition communication, policy and procedures, and institution data with partner organizations, such as DHS, OHA, Partner for Hunger Free Oregon, and No Kid Hungry to ensure internal and external timelines are being met.
- Develop school nutrition processes, tools, and guidance for internal written policies and procedures to better support staff and sponsors.

- Maintain internal team manuals, written policies and procedures as directed by applicable CNP Manager and designated Team Leads.
- Evaluate National School Lunch Program (NSLP) institution file for accuracy to ensure consistency and quality across all programs.
- Enter accurate Child Nutrition Program data into the USDA Food Programs Reporting System (FPRS) or other designated system by established due dates to maintain compliance and meet reporting requirements.

10% - N E - Other Responsibilities:

- Participate in CNP Staff meetings.
- Contribute to the development of section performance goals, objectives and strategies.
- Provide information to managers and directors on identified policy changes and overall performance of sponsors and staff related to S-EBT and CEP.

5% - N E - Other Duties as Assigned

At all Times - N 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.

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.

Typical office environment. 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 having varied work-styles and unique professional goals.

Some travel throughout the state, which may include weekends or extended working hours. 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, reviews 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.

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.

- Federal Regulations 7 CFR 210, 215, 220, 225, 226, 227, 240, 245, 250 and 292
- USDA FNS Instructions, Guidance manuals and policy memos
- 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-CNP developed policies and procedures

How are these guidelines used?

These rules dictate nutrition requirements, 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?
Other staff, public and private school district personnel; residential child care institutions personnel, public, for-profit and private non-profit sponsoring organizations.	In Person, by mail, email or telephone	Obtain and verify information, explain program processes, promote program, report findings. Arrange and coordinate resources. Deliver services.	As Needed
State, local and federal agencies; professional groups; parents and students legislators; legal counsel; media; community members; processors; carriers and warehouse personnel.	In Person, by mail, email or telephone	Obtain and verify information, explain program processes, promote program, report findings. Arrange and coordinate resources. Deliver services.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position is responsible for making recommendations or changes resulting in operational or process efficiencies. This position carries out assignments and makes decisions in accordance with established policy, rules and regulations pertaining to the job, using guides, instructions, manuals and precedents. The person in this position also handles requests for varied services needed by staff, school districts, and members of the general public and makes frequent decisions regarding the handling of details for document preparation, contract development, department policies, encumbering and payment of funds, etc. Decisions made by the person in this position are reviewed by the position's supervisor for technical and factual accuracy.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Grants, Loans, and Programs Manager 1	0000181	In Person, by mail, email or telephone	Regularly	One to one meetings and quarterly evaluations.
Team Leads		In Person, by mail, email or telephone	As Needed	To ensure timelines are met and processes are followed.

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:

Intermediate skill level in Excel – setting up formatted worksheets, sorting data, creating formulas, charts and graphs, pivot tables, and links between files.

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.

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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