



# State of Oregon Position Description

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

## SECTION 1. POSITION INFORMATION

|                           |  |                        |              |
|---------------------------|--|------------------------|--------------|
| <b>Job Profile Title:</b> | Administrative Specialist 1                        | <b>Job Profile ID:</b> | 0107         |
| <b>Business Title:</b>    | Administrative Specialist (Unfilled)               | <b>Position ID:</b>    | 000000042333 |
| <b>Employee Name:</b>     |  | <b>Company ID:</b>     | 58100        |
| <b>Representation:</b>    | OAS  | <b>Budget Auth No:</b> | 572450       |
| <b>Location:</b>          | Salem   ODE   Public Service Building              |                        |              |
| <b>Supervisor:</b>        | Brock Dittus (Compliance and Regulatory Manager 1) |                        |              |
| <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 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 selections and training, and policy development and routing.

Pupil Transportation & Fingerprinting is also responsible for 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 District in Oregon, with almost 15,000 activity and school bus drivers transporting over half of all the student in Oregon each day. This position works cooperatively within the program to assist administrative staff in the processes associated with serving these entities.

Section 2b. 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:

Be the primary contact for all the processing of activity driver type 10 applications. In addition, this position is cross trained in other administrative tasks and application processing to support this unit where needed. Works under the direction of the unit 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.

### **65%- R - E - Process all Oregon school activity type 10 driver applications**

- Maintain LEDS/CJIS certification via annual/biannual recertifications and continuing education.
- Confidentially examine all driving and criminal records obtained through the Law Enforcement Data System (LEDS).
- Research convictions as needed to make determination for approval.
- Input data from applications and process type 10 requests.
- Send type 10 results to stakeholders daily.
- Coordinate duties to maintain efficient flow of documents being processed and ensure prompt delivery of services.
- Establish, maintain, and control current files for activity drivers, driving records, and criminal records.
- Respond in a timely manner to email or phone requests.
- Communicate with appropriate personnel as needed to obtain required information.
- Incorporate new procedures to increase efficiency/customer service and be in compliance with changes to new federal and state rules/statutes.
- Identify and report non-compliance issues to program analysts.
- Assist locations with next steps planning depending on a (potential) driver's situation/status.
- Assist locations with documentation gathering to be in compliance.

### **25% - R - E - Miscellaneous Duties**

- Edit a variety of correspondence from rough draft.
- Proofread reports and letters prepared by other staff members and assist in mailing.
- Handle logistics for and participate in Instructor Training Classes (set up, present materials, group activities, issuing certificates, provisional letters, etc.)
- Prepare, organize, and maintain files on a variety of subjects pertinent to the section.

- Communicate on a regular basis in person, by telephone, and in writing with agency staff and student transportation personnel, providing/requesting information, responding to questions or complaints, referring to pertinent Federal laws, Oregon Revised Statutes and agency policies and procedures in solving problems.
- Coordination and management of unit's shared inboxes, including receiving messages, routing to appropriate staff, reviewing and filing submissions and providing appropriate responses.
- Post electronic training files for professional development credit when submitted by customers.
- Generate and email current training reports of school bus drivers/activity drivers to any transportation location upon request.
- Process deactivation requests for bus drivers and activity drivers.
- Daily/monthly ARS input or removal into DMV.
- Assist in processing LEDs volunteer/pre-employment background checks.
- Assist in processing school bus driver applications and temporary requests.
- Assist in processing activity driver applications: Type 20 and SPAB.
- Assist customers with submitting their type 20 and bus driver's applications and assist with any issues they may have with the Activity and Bus Driver Web Portal.
- Assist in proctoring mechanic testing and grading exams.
- Assist in coordination, scheduling and document preparation for school site visit reviews and unit-led workshops.
- Maintain lending library of training materials and mailing when requested.
- Collect and assist with data entry for annual transportation reports into Smartsheet Access database.
- Retrieve, open and distribute mail from central building mailroom.

**5% - R - E Participate in cross-training to cover duties as necessary. Assist in administrative functions related to agency training efforts.**

**5% - N NE – Other Duties as Assigned.**

**At all times - R - E - Commitment to Equity.**

- In addition to the cultivation of equitable practices across all aspects of your 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.

Occasional overnight travel for conferences and training.

## 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 assure 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? |
|---------------------------------|--|--|------------|
| Contractors                     | In Person, by mail, email or telephone | Confirm information, direct phone calls, communicate information regarding the program | Daily      |
| General public                  | In Person, by mail, email or telephone | Confirm information, direct phone calls, communicate information regarding the program | Daily      |
| Parents of school children      | In Person, by mail, email or telephone | Confirm information, direct phone calls, communicate information regarding the program | Daily      |
| School administration personnel | In Person, by mail, email or telephone | Confirm information, direct phone calls, communicate 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.**

Eligibility of applications for driver credentials according to rules.  
 Eligibility of applications for background clearance.

## SECTION 8. REVIEW OF WORK

| Job Profile                         | Position ID | How                                    | How Often | Purpose of Review   |
|-------------------------------------|-------------|--|-----------|---|
| Compliance and Regulatory Manager 1 | 0000107     | In Person, by mail, email or telephone | As Needed | Review work, quarterly PAFs, provide assistance as needed |

## 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:

Diplomacy in dealing with people, particularly the public and other agencies.

Needs working knowledge of word processing, databases, and other office equipment.

Ability to work with confidential matters concerning personnel and other administrative decisions with the sections, with ESD's, and with public school districts, and private schools.

Obtain Law Enforcement Data System (LEDS) certification from Oregon State Police.

## SECTION 11. BUDGET AUTHORITY

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

| Operating Area | Biennial Amount | Fund Type |
|----------------|-----------------|-----------|
|----------------|-----------------|-----------|

## SECTION 12. ORGANIZATIONAL CHART

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

## SECTION 13. SIGNATURES

---

|          |      |
|----------|------|
| Employee | Date |
|----------|------|

---

|         |      |
|---------|------|
| Manager | Date |
|---------|------|

---

|                      |      |
|----------------------|------|
| Appointing Authority | Date |
|----------------------|------|