



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
N/A

This position is:

- ☐ Classified
☐ Unclassified
☐ Executive Service
☒ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Department of Education

Facility: Public Service Building

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Compliance & Regulatory Manager 2</u>	b. Classification No:	<u>X7144</u>
c. Effective Date:	<u>10/29/25</u>	d. Position No:	<u>000000179585</u>
e. Working Title:	<u>Civil Rights Unit Manager</u>	f. Agency No:	<u>58100</u>
g. Section Title:	<u>Government and Legal Affairs Team, Civil Rights Unit</u>	h. Budget Auth No:	<u>-</u>
i. Employee Name:	<u>Vacant</u>	j. Repr. Code:	<u>MMS</u>
k. Work Location (City – County):	<u>Salem - Marion</u>		
l. Supervisor Name:	<u>Emily Nazarov</u>		
m. Position:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input checked="" type="checkbox"/> Executive <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
		o. Eligible for Overtime:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's 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 Office of Relations, Management and Support (ORMS) on the Government and Legal Affairs Management (GLAM) team.

The Government and Legal Affairs Team works across the agency and with outside parties to carry out the education mission and goals of the State Board of Education and the priorities of the Governor as the Superintendent of Public Instruction. The team includes three work units: Civil Rights, Complaint and Appeals Resolution, and Reports and Investigations of Sexual Conduct. In addition to the work of the three units, the team supports the Fair Dismissal Appeals Board (FDAB), works in collaboration with the GREAT team to support administrative rule making across the agency, and provides administrative hearings for Child Nutrition Programs, Pupil Transportation and the Fingerprinting Unit.

The Civil Rights Unit works to support effective implementation of state and federal laws prohibiting discrimination in K-12 public education, including but not limited to:

- Title VI of the Civil Rights Act of 1964;
- Title IX of the Education Amendments Act of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Title II of the ADA (Americans with Disabilities Act);
- Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education, [45 CFR Part 80, Appendix B](#)
- Every Student Belongs;
- The CROWN Act; and
- Abbreviated School Day Programs and Section 504.

The Civil Rights Unit provides leadership training, and technical assistance to education providers, develops and administers the Civil Rights Coordinator Program under [ORS 332.505\(2\)](#) and OARs [581-021-0650 through -0665](#), assists members of the school community, including students and families of students, who may have experienced discrimination in understanding, accessing, and navigating local (school or district), state, and federal dispute resolution processes to ensure that instances of discrimination are addressed appropriately and efficiently, and develops and administers the state's Methods of Administration (MOA) Program pursuant to requirements of the U.S. Department of Education Office for Civil Rights.

The Complaints and Appeals Resolution Unit administers the agency's formal complaint resolution processes for discrimination in public education, restraint and seclusion, retaliation, religious entanglement, determinations of nonstandard status under ORS 343.328 (Abbreviated School Day Programs), and Division 22 standards.

The Reports and Investigations of Sexual Conduct Unit investigates reports of suspected sexual conduct that involve a student and an individual who is a school employee, contractor, agent, or volunteer who is not licensed with the Teacher Standards and Practices Commission (TSPC). The unit also provides verification information to education providers when they are hiring an individual as a school employee or bringing on a contractor, agent, or volunteer to provide services in schools.

The Fair Dismissal Appeals Board (FDAB) hears appeals of teacher and administrator dismissals. The FDAB consists of 24 members appointed by the Governor and confirmed by the Senate.

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 Civil Rights Unit Manager will execute the policies and goals of the Civil Rights Unit by planning, organizing, and managing the operations, people, and work of the Civil Rights Unit to ensure adherence and compliance of state and federal laws prohibiting discrimination in K-12 public education. This position will have direct supervision of all staff in the Civil Rights Unit.

This position is responsible for coordinating with the Strategic Initiatives Officer and the Government and Legal Affairs Manager and other members of the office and team to provide technical assistance on compliance matters related to state and federal laws prohibiting discrimination in K-12 public education and maintaining a system that is committed to and supports effective implementation of federal and state civil rights laws in Oregon’s k-12 public schools; equity; excellent customer service; internal and external teamwork; stewardship of public resources; a high-performance culture emphasizing quality work, productivity, and continuous improvement; diversity and inclusion; and goal attainment. The position is directly responsible for promoting ODE's values. These values include integrity accountability, excellence, and equity.

SECTION 3. DESCRIPTION OF DUTIES

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
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

85%	N	E	Leadership, Management, and Oversight of the Civil Rights Unit Execute the policies and goals of the Civil Rights Unit by managing the operations, people, and work of CRU. This includes, but is not limited to the following: <ul style="list-style-type: none"> • Provide specialized information, analysis, interpretation, and technical assistance to staff in the CRU on state and federal laws prohibiting discrimination on the basis of age, color, disability, gender identity, marital status, national origin, race, religion, sex, or sexual orientation in K-12 public education to education providers across Oregon including school districts, state-sponsored public charter schools, Oregon School for the Deaf, the Youth Corrections Education Program, the Juvenile Detention Education Program, and education service districts to support effective implementation of civil rights laws in the k-12 public education system. • Maintain comprehensive knowledge on current and proposed changes of laws, rules, and policies related to prohibiting discrimination in K-12 public education to determine potential impacts to current processes and procedures. • Evaluate current business processes and systems of the Civil Rights Unit. Implement procedures and systems to maximize operating efficiency and to establish and maintain controls.
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			<ul style="list-style-type: none"> • Coordinate with GLAM directors and other ODE offices to create a coherent and integrated approach to the interpretation and implementation of federal and state civil rights laws. • In consultation with assigned budget analyst and Government and Legal Affairs Manager, assist in the preparation of the Civil Rights Unit budget and participate in forecasting additional funds needed for staffing, equipment, materials, and supplies. Implement and monitor work plans and determined budget to achieve Civil Rights Unit/GLAM goals and performance measures. Monitor performance against Civil Rights Unit/GLAM budget to determine effectiveness. • Coordinate activities with other agencies or offices in areas of mutual concern in order to ensure compliance with established policies, objectives, Civil Rights Unit priorities and applicable laws, rules and regulations. • Review information from users of agency services and interested community and/or professional groups in order to determine what improvements are needed. • Engage in on-going review of Oregon Administrative Rules, making appropriate recommendations to the State Board of Education for improvement or revision as necessary. • Develop or recommend legislative concepts, policy option packages, administrative rules, and internal policies and procedures as needed to ensure effective implementation of programs within the Civil Rights Unit. • Present to the Governor's office, Oregon State Board of Education, Oregon Legislature, and other policy makers, as required, to advance program needs and policy proposals and respond to requests for information. • Develop short- and long-range goals for the Civil Rights Unit and evaluate work of the CRU based on long- and short-range goals. • When needed, research and resolve statutory and regulatory issues that have direct impact on the Civil Rights Unit. • Update and establish appropriate job duties and responsibilities for all positions assigned to the unit. • Interview, select, and provide training to all new staff hired to the Civil Rights Unit. • Assign work to employees of the Civil Rights Unit and provide feedback as necessary. • Evaluate performance of assigned staff based on agency policies, procedures, and practices. • Provide staff with appropriate communication and feedback regarding agency policies and procedures. • Assess professional learning and development needs of staff and ensure that staff are receiving appropriate professional learning and development. • Receive and resolve employee concerns and/or grievances. • Determine need for and, as necessary, initiate disciplinary actions.
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			<ul style="list-style-type: none"> Review and approve employee timesheets and leave requests.
10%	N	E	<p>Serve as a Member of Office and Team Leadership Teams</p> <ul style="list-style-type: none"> Serves as a collaborative member of the Office of Relations, Management, and Support (ORMS) and the Government and Legal Affairs Management Team (GLAM). Coordinate with other managers in ORMS and GLAM on the team and in the office to develop, implement and evaluate office and team priorities and policies. Provides reports and presentations to other Directors and Executive Team on specific initiatives related to civil rights. Participates in ORMS and GLAM meetings to share and receive information in support of agency, office, and team goals and objectives. Serve as ODE liaison and prepare documents for media communications, legislative staff, and other meetings in partnership with other Directors. Report to the Governor's Office, State Board of Education, or Oregon Legislature when necessary.
5%	N	E	<p>Other Duties as Assigned</p> <ul style="list-style-type: none"> Any special projects as assigned by the Agency Director or Deputy Directors, Strategic Initiatives Officer, or Government and Legal Affairs Manager.
At All Times	N	E	<p>At All Times</p> <ul style="list-style-type: none"> Ensure equal employment opportunities for all applicants and employees through non-discriminatory practices by ODE managers; that equity and culturally responsive practices are embedded across all programs; and support and promote efforts to improve the quality and diversity of the team's workforce. Establish and maintain an environment that promotes employee career development.

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.

Working conditions in the public service building are a typical office environment with open-wall configuration. The person in this position will be required to manage deadlines and may be required to work long hours to meet those deadlines. The person in this position must make decisions in highly stressful and complex situations. This position requires some statewide and national travel.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Federal and state statutes, rules, regulations, and guidance relating to discrimination in public education including but not limited to ORS 659.850, 659.852, 659.855, OAR 581-021-045, 581-021-0046, 581-022-2312, U.S. Department of Education Office for Civil Rights Region X Guidelines, Titles VI and VII of the Civil Rights Act of 1964, Elementary and Secondary Education Act of 1965, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Equal Educational Opportunities Act of 1974, Age Discrimination Act of 1975, Titles I and II of the Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendments Act of 2008, Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education, [45 CFR Part 80, Appendix B](#).

Federal laws, regulations, and guidance relating to the Methods of Administration Program.

Statutes and administrative rules governing the Civil Rights Coordinator Program, including ORS 332.505(2) and OARs 581-021-0650 through -0665.

The “Division 22 Standards,” which are the administrative rules adopted by the State Board of Education in OAR Chapter 581, Division 22, and ORS 327.103.

State laws relating to abbreviated school day programs, ORS 343.321 through 343.333, guidance and procedures development to implement the abbreviated school day program and determinations of non-standard status.

ORS 327.109 relating to religious activity.

Administrative rules relating to complaints and appeals in OAR Chapter 581, Division 75 and OAR 581-002-0001 through 581-002-0023 and OAR 581-022-2370.

The Administrative Procedures Act, ORS Chapter 183, Department of Justice administrative rules relating to administrative rulemaking and the Oregon Attorney General’s Administrative Law Manual.

Federal and state statutes and rules relating to public records and confidentiality, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and Oregon’s public records laws, and the Oregon Attorney General’s Public Meetings and Records Manual.

The Oregon Attorney General’s Public Records and Meetings Manual.

The Governor’s priorities, The ODE Director’s priorities, ODE equity strategic plan, ODE policies, and State Board Policies and Procedures.

b. How are these guidelines used?

The person in this position must know and understand the priorities expressed by key policy makers including the Governor, Director, State Board of Education, and State Legislators and the Secretary of

State through regularly published audits, to align ODE’s training and technical assistance. This information is also used to guide program development and implementation decisions.

The person in this position must use the federal and state statutes, rules, regulations, and guidance prohibiting discrimination in public education and governing the Methods of Administration Program, state law relating to religious activity, Oregon administrative rules relating to complaints alleging discrimination in public education, and the Division 22 Standards to provide leadership, training, and technical assistance to education providers across Oregon, members of the school community, including students and families of students, who may have experienced discrimination, and department of education staff to support effective implementation of civil rights laws in the k-12 public education system.

The person in this position must use the federal and state statutes, rules, regulations, and guidance prohibiting discrimination in public education, state law relating to religious activity, Oregon administrative rules relating to complaints alleging discrimination in public education, and the Division 22 Standards to determine whether a district is in compliance or has violated one of these laws and to design appropriate corrective action.

The Oregon Attorney General’s Public Records and Meetings Manual and Federal and State laws relating to confidential information will be used to determine when information is protected and to ensure appropriate process for maintaining confidentiality.

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 Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”.			
ODE management and staff	In person, email, phone	Information, planning, coordination	Daily
DOJ legal counsel	In person, email, phone	Obtain advice	As needed
Education Providers	In person, email, phone	Information, technical assistance, training	Daily
Other state agencies	In person, email, phone	Information, planning, coordination	Monthly
State Board of Education	In person, email, phone	Provide information and program coordination	As needed
Legislators and staff	In person, email, phone	information	As needed
Community members, including parents	In person, email, phone	Information, technical assistance, training	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position will need to develop expertise in federal and state laws prohibiting discrimination on the basis of race, color, national origin, age, or religion in K-12 public education. The person in this position will have to determine, based on a series of often complicated facts, which laws apply, what actions by an education provider are required in order to be in compliance with those laws, what options are available for members of the community who may have experience discrimination to address potential violations of those laws, and, where a violation is found, what corrective action is required to bring the education provider back into compliance. These decisions have a direct impact on the experience of Oregon's students in the k-12 public education system. These decisions also have an impact on education providers. If the decision is made that an education provider is out of compliance, the education provider will be required to complete corrective action. If the education provider fails to complete corrective action, the department may withhold a portion of the education providers state school funds.

The person in this position will review proposals and programs and make recommendations about how those align with federal and state civil rights laws. These decisions will have an impact on how the proposals and programs are developed and delivered, including how associated resources are allocated and delivered.

The person in this position hires and directs staff. Decisions affect the quality and timeliness of Civil Rights Unit programs.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Government and Legal Affairs Mgr (Ed. Prog. Admin. 1)	0000084	In person, email, phone	As needed	Develop goals, assign work, review progress, evaluate performance.
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 12
 How many employees are supervised through a subordinate supervisor? 0

- b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Commitment to equity, to the cultivation of equitable practices in daily work, and removing barriers for students in our K-12 system who are and have been historically underserved.
- A strong background in federal and state laws prohibiting discrimination on the basis of race, color, national origin, age, or religion.
- Ability to establish effective relationships with culturally diverse partners and community groups representing a variety of perspectives and lived experiences.
- Experience in the development, implementation and evaluation of a program.
- Ability to demonstrate initiative and exercise consistent good judgment.
- Ability to manage highly sensitive and confidential information.
- Excellent problem-solving skills and critical thinking skills.
- Strong communication skills, including speaking, writing, and presenting.
- Ability to prioritize tasks, manage multiple deadlines, and work independently.

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.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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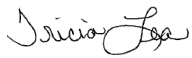
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
	10.29.25		
_____ Appointing Authority Signature	_____ Date		