



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Grant Management & Monitoring - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Program Analyst 2	Job Profile ID:	0861
Business Title:	District Grant Manager (2 Positions) (Unfilled)	Position ID:	000000108205
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1369380
Location:	Salem ODE Public Service Building		
Supervisor:	Brittany Deckard (Education Programs Manager 3)		
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.

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.

GENERAL DESCRIPTION OF CLASS

The PROGRAM ANALYST 2 administers an Oregon state program(s), authorizes the distribution of program funding, monitors local programs receiving funding and represents the program in public. Employees provide service to program recipients in their area

of specialized expertise. They also research and develop factual data and revise program procedures to manage a complete program or process. Some positions do technical plan reviews to decide eligibility for program funding.

DISTINGUISHING FEATURES

This is the second of a four-level professional series. Employees administer a program(s) and handle technical problems or public relation issues as they arise. The scope and difficulty of problems require in-depth evaluation of program operations. The employee is responsible for adapting existing or creating new procedures to solve program issues. Program methods and guidelines are not clearly defined.

The scope and difficulty of problems involve adapting existing program methods or creating new procedures related to a specialized area OR the administration of a state program(s) including authorization of the distribution of program funding and monitoring local programs receiving funding differentiates this classification from the lower level.

The Program Analyst 2 is distinguished from the Program Analyst 3 by the lack of responsibility for developing standards of program operation for other organizations under the program's oversight or funding; AND directing projects that require the need for planning, including fund development, with other state agencies, local government, community organizations, or private sector businesses.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Program Administration

Arrange for training to assist local agencies in starting a program; support program with increased technical advice until self-sustaining. Create program operational guidelines and procedures for use by state agencies, local jurisdictions, and community organizations. Develop outreach plans to market program or develop partnerships.

Locate new or more cost effective service providers; negotiate contract terms and conditions for program services and staffing. Identify and arrange for program resources; coordinate administrative processes to eliminate problems that may affect program services.

Coordinate with volunteer agencies and community organizations to secure program staffing. Recommend program administrative budget and recommend adjustments to meet changing priorities. Monitor program budget expenditures. Research and identify program-related grant funding. Develop fund disbursement formulas. Oversee distribution of grant funds. Review requests for program funding; evaluate request against requirements. Evaluate studies, analyses or technical plans for cost effectiveness or feasibility; decide eligibility for program funding.

2. Program Monitoring

Monitor reports or other documents from program participants to evaluate program progress. Contact participants and give advice on correcting errors, and instruct on methods of obtaining compliance with program or funding requirements. Conduct on-site review of local agencies or service provider operations for compliance with and adherence to standards; identify operational strengths and weaknesses and needed corrective action. Coordinate the collection of or gather program service data, program outcomes and evaluate against program goals and objectives. Prepare written reports based on findings and recommend methods to improve program outcomes. Assess the quality and effectiveness of services, take action with service providers to correct deficiencies and improve services to target populations.

3. Program Representation

Work with program service providers to help them understand program guidelines and protocols. Interpret and explain program rules, regulations, policies and procedures. Work with community and agency partners to coordinate and improve planned services. Explain program processes and benefits; arrange for public presentations or coordinate training workshops; develop and present training in area of program expertise. Present program information at meetings and seminars. Represent program and serve as spokesperson to service organizations such as business leaders, policy makers, provider and professional organizations, or other stakeholder groups.

RELATIONSHIP WITH OTHERS

The Program Analyst 2 has regular contact with other state agency staff members, the public, individuals from local jurisdictions and other community organizations in writing, by telephone, and in person. Employees do this to plan program services, solve operational problems, promote and advocate for the program, effect compliance with program guidelines or train others. They

occasionally contact individuals from the federal government or other funding organizations to obtain clarification on program guidelines and funding restrictions.

SUPERVISION RECEIVED

The Program Analyst 2 works under general supervision, and uses written standards either from the program funding source or the agency to guide their actions and decisions. These guidelines need interpretation and are not clearly defined. Within this framework the employee organizes and carries out their assignments with relative independence from supervision. Typically employees recommend program operational decisions, based on analysis and evaluation without assistance; then submit them to the supervisor for discussion and review. The supervisor reviews results for adequacy of coverage, factual development, and accuracy of presentation.

KNOWLEDGE AND SKILLS (KS)

General knowledge of:

Business and management principles involved in planning, resource allocation, leadership technique, production methods and coordination of people and resources.

Principles and processes for providing customer and personal services such as customer needs assessment, meeting quality standards for services, and the evaluation of customer satisfaction.

Principles and techniques of training individuals and groups and the measurement of training effects.

Principles and methods of data collection, analysis and evaluation.

Common business record keeping methods.

Automated data systems and associated software such as spreadsheets, word processing or information tracking data bases.

Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Human behavior and performance; including individual differences in ability, personality and interests; learning and motivation.

Media production, communication and dissemination techniques and methods including alternative ways to inform through written, oral and visual media.

Basic knowledge of:

Methods and techniques of building community or business alliances and partnerships to leverage resources.

Principles, methods and techniques of community program development, implementation and monitoring.

Methods and techniques of grant writing.

Funding and grant sources related to the program area of assignment.

Skill to:

Apply the principles and processes of administering a service-based program.

Monitor and evaluate program operations typical to the area of assignment.

Talk to others to effectively convey information.

Actively look for ways to help people.

Give full attention to what other people are saying, take time to understand the points being made, ask appropriate questions, and not interrupt at inappropriate times.

Motivate, develop and direct people as they work and identify the best people for the job.

Communicate effectively in writing for the needs of the audience.

Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Decide how money will be spent to get the work done and account for those expenditures.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Select and use training or instructional methods and procedures appropriate for the situation when learning or teaching new things.

Manage one's own work time and the time of others.

Identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Persuade others to change their minds or behavior to accomplish program objectives.

Consider the relative costs and benefits of potential actions to choose the most appropriate one.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for all positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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 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.

Occasional in-state travel may be necessary and require sitting/driving for extended periods of time.

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 (ORSs)
- Oregon Administrative Rules (OARs)
- Applicable federal laws and regulations
- ODE policies and procedures
- State Board's Policies and Goals
- Department of Administrative Services (DAS) policies and rules

How are these guidelines used?

To properly manage teams within the Office of Education Innovation and Improvement and to provide both general and specific guidance for administration of the duties of the position; to provide the basis for development of programs and policies; to respond to technical and legal questions; and to guide the work of the Department staff and the State Board.

As reference materials to answer questions from the education community, partners and community members and to guide the implementation of school reform legislation. These guidelines also serve to set boundaries and employee expectations and allow for proper management.

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 staff	In Person, by mail, email or telephone	Provide state leadership and technical assistance	Daily
General public	In Person, by mail, email or telephone	Provide state leadership and technical assistance	As Needed
Grant Recipients & School District Leaders	In Person, by mail, email or telephone	Provide state leadership and technical assistance	Daily
Professional Groups / Advisory Groups	In Person, by mail, email or telephone	Provide state leadership and technical assistance	As Needed
State Board members	In Person, by mail, email or telephone	Provide state leadership and technical assistance	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions relating to policy, rules and process of the Student Success Teams and Grant Management guidelines set forward in HB3427. Additional expectations include collaboration across ODE offices, leadership and modeling of equity among ODE staff and with external partners, stakeholder engagement, navigating internal and external issues, challenges, and support/resourcing needs, and finding positive solutions. These decisions also have a direct impact on some of Oregon's most vulnerable students who have been historically underserved. Every student is an asset to Oregon, the individual holding this position will make decisions that help systems recognize the assets our children and families bring to our schools and provide for culturally responsive systems.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Programs Manager 3	2113163	In Person	Regularly	The purpose is to ensure that all programs are working toward a common goal and within philosophical and financial limits of the department and office.

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:

- Knowledge of laws, regulations, rules, policies, procedures and methods governing the administration of grants
- Financial methods, procedures and practices to assess the financial stability of grantees.
- Grant management and monitoring experience, preferably in a school district, public charter school, education service district or state education agency.
- Experience in both conducting quantitative and qualitative research.
- Familiar with grant management mechanisms employed at ODE and partner agencies.
- Experience working with culturally and individually diverse groups, including sovereign nations.
- Skill in soliciting and valuing diverse viewpoints.
- Skill in identifying complex problems and review related information to develop and evaluate options and implement solutions
- General knowledge of automated data systems and associated software such as spreadsheets, word processing or information tracking data bases
- 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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