



# State of Oregon Position Description

**Company:** Oregon Department of Education  
**Organization:** Research and Information Systems - ODE  
**Service Type:**

## SECTION 1. POSITION INFORMATION

**Job Profile Title:** Operations & Policy Analyst 4  
**Business Title:** (2113155) Operations & Policy Analyst 4 (Unfilled)  
**Employee Name:**  
**Representation:** MMN  
**Location:** Salem | ODE | Public Service Building  
**Supervisor:** Blake Whitson (Research, Analysis, and Statistics Manager 3)  
**Position:**  
**Time Type:** Full Time  
**FLSA:** Exempt  
**Exempt Reason:** Administrative Exemption  
**Overtime Eligible:** No  
**Employee Type:** Permanent

**Job Profile ID:** 0873  
**Position ID:** 000000108270  
**Company ID:** 58100  
**Budget Auth No:** 1369190

## 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 will be in the Office of Education Innovation and Improvement (EII) and will report directly to the Director, Research and Information Systems. The Office has a primary charge of implementing the Integrated Programs (which includes the Student Investment Account of the Student Success Act). Equity is the driving vision behind the Student Success Act (HB3427). The Act makes significant investments in programs to support historically underserved students. Local and state level transparency and

accountability are also embedded in the Act.

The Office will be assigned additional duties and will integrate efforts across other ODE Offices and Divisions as they relate to aspects of the Integrated Programs and other efforts to innovate and improve education in Oregon. This will include aspects of the Education Accountability Act (SB141)

The work of this office will impact local school districts, education service districts, professional associations, and other agencies involved in education programs in kindergarten through post-secondary education. Staff members will work with a variety of state agencies and individuals on educational program planning, curriculum development, professional development for teachers and administrators and compliance with federal and state laws/regulations.

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 primary purpose of this position is to lead and support the development and execution of regional support, program coordination, technical assistance, professional learning, and coaching for school districts and eligible charter schools participating in EII programs, including the Student Investment Account of the Student Success Act. In addition, this role serves as a strategic advisor on information systems that enable high quality research, program evaluation, and required reporting. The position provides research project management leadership by coordinating cross agency and cross office efforts, ensuring that data systems, analytical tools, and evaluation processes are aligned to program expectations and statutory reporting requirements. Working collaboratively with a multidisciplinary team, this position will help deploy significant contract resources, strengthen evidence based decision making, and build the infrastructure necessary for timely, accurate, and equity centered evaluation and reporting across EII initiatives.

## 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% - R E - Office and Agency Strategic Operations**

- Facilitate ODE leadership and staff in the implementation of new programs (resource distribution, accountability measures, transparency efforts, equity alignment, contract development, solicitation and execution, etc.) related to the Integrated Programs.
- Work across teams, offices, and divisions to create coordinated approaches to implementation and problem-solving.
- Advise ODE leadership in areas of innovation, growth and improvement.
- Advance strategic planning priorities of ODE.
- Support ODE staff to better understand problems to solve, define programmatic supports aligned to initiatives related to the Integrated Programs
- Iterate those ideas through evaluation and encourage a culture of continuous improvement.
- Provide coaching and communication support to articulate project outcomes, design structures, research, evaluation, and select methods, and define the look and feel of success.
- Coordinate with research analysts to analyze data and reports, complex policies, proposed programs (internal and external) and develop agency responses.
- Collaborate and problem solve with the other Directors within the office and the Assistant Superintendent for Education Innovation and Improvement to assist with the development of tools and resources to assist with the collection and review of programmatic data
- Identify, develop, and recommend amendments to relevant ORS and OARs related to the programs of the office.
- Build and recommend adjustments to Smartsheet system and other platforms used to house information from grantees.
- Develop systems for sustainable internal, cross-office, cross-division, cross-agency partnerships aimed at developing evidence-based support and interventions to LEAs and/or regions of the state.
- Represent the agency before boards and other agencies, state legislature or other community partner groups. Present information, updates, and administrative rules to external and internal community partner groups, including the Rules Advisory Groups.
- Ensure that equity and culturally responsive practices are embedded across all assigned projects.

### **25% - R E - Program Coordination and Technical Assistance**

- Maintain frequent connection points with program analysts to track grant execution, reporting, and coaching needs.
- Lead and coordinate cross-cutting projects that span multiple teams, programs, and partners ensuring alignment with office and agency priorities.
- Facilitate work groups to identify strategies and problem solving models for implementing EII program strategies.
- Collaborate in the alignment of programs and funding with statewide efforts including, but not limited to, equity, diversity and inclusion, student services supports, education technology, career and technical education, and charter school efforts.
- Collaborate with Research Analyst, Program Analyst and Operations & Policy Analyst to collect, compile, and submit data for required internal, state and federal reports, via the use of electronic databases, electronic tools, and/or complex spreadsheets, ensuring they are delivered on time and accurately reflect submitted data.
- Lead initiatives to identify strategies for implementing a culture of continuous improvement to meet EII program goals and objectives.
- Assist in general oversight, development and implementation of the office's supports, coaching and technical assistance to Oregon school districts.
- Lead the administrative rule development for the office, preparing draft rules and other materials to present at advisory committees and the State Board of Education.

### **20% - NC E - Capacity Team Leadership & Membership**

- Lead the Smartsheet Build of Application, Review, and Reporting capacity team, including developing a strategic plan for the work of the office, training staff to support with the work, and overseeing staff creating and maintaining the Smartsheet architecture of the office.
- Create and ensure the office adheres to Smartsheet data security, documentation, and data archiving practices for the office.
- Make critical connections from policy to practice and from research to action to build further coherence, alignment, and effectiveness across EII and ODE.
- Evaluate data from different programs, state agencies, and research publications, to identify trends, design operational systems, and evaluate the need for policies and procedures.
- Present at state and national conferences and meetings as needed.
- Participate in, advise, support, and/or lead agency-wide and interagency policy analysis and research projects, legislative reports, and data initiatives.
- Support legislative coordination for the office as needed
- Collaborate with other staff and team leads to complete projects in communication, policy, and other priority areas for the office.

### **15% - R E - Relationship Building and Professional Learning**

- Collaborate with other ODE teams in the identification, sharing, and support of emerging and evidence-based practices to meet the needs of Oregon's students as it relates to the areas of program responsibility.
- Establish and maintain effective relationships with grantees and partner agencies such as Oregon Education Service Districts.
- Support collective and differentiated learning and improvement opportunities including facilitating professional development, coaching, and sharing outside resources.
- Support program analysis and improvement, including working with teams to identify core goals, accountability structures, plans, evaluation and improvement processes rooted in the Equity Plan.
- Identify and foster conditions that support and challenge EII to live into the practices, norms, and principles EII has developed.
- Advocate for and implement agency and state diversity, equity, and inclusion and affirmative action objectives, employee development, and other human resource goals.
- Actively participate in professional learning opportunities (learning journeys, conferences, seminars, etc) as available and applicable.
- Collaborate and problem solve with the other Directors and team members within the office and the Assistant Superintendent for Education Innovation and Improvement.

**5% - NC NE - Other duties as assigned**

- Work in collaboration with the Assistant Superintendent, Directors, and other office staff on projects.
- Complete projects and other duties assigned by the Director.
- Participate as a member of committees and task forces as assigned.

**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.

**SECTION 5. GUIDELINES**

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

The Governor’s and Deputy Superintendent’s priorities; state and federal laws, rules, and regulations; rules and procedures governing state agencies; Oregon Revised Statutes; Administrative Rules, Attorney General’s Guide for Public Records, Ethical Standards adopted by the Oregon Ethics Commission.

**How are these guidelines used?**

Decision making, problem solving, process development and implementation.

**SECTION 6. WORK CONTACTS**

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

<b>Who</b>	<b>How</b>	<b>Purpose</b>	<b>How Often?</b>
Department staff	In Person, by mail, email or telephone	Coordinate and obtain information	Daily
Education stakeholder groups	In Person, by mail, email or telephone	Exchange information relating to legislation, workgroup participants	Regularly
General Public	In Person, by mail, email or telephone	Respond to concerns & questions, receive public comments relating to rules	Regularly
Local school district staff	In Person, by mail, email or telephone	Respond to concerns & questions	Regularly
Other education agencies	In Person, by mail, email or telephone	Coordinate legislative agenda	Regularly

## 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 Investment Account set forward in HB3427 as part of an implementation team. Additional expectations include collaboration across ODE offices, leadership and modeling of equity among ODE staff and with external partners, community partner 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.

Decisions regarding school district improvements which include long-term and immediate implications for agency and the P-20 education system.

The Student Success Act is highly visible and highly has significant impact statewide across all districts and impacts all students. The decisions of this position will relate primarily to agency policies: and will affect all Department employees and may affect the agency's ability to perform mission and duties. Decisions relating to strategic plan will affect the agency's ability to achieve strategic plan. Decisions have immediate and long-term impact on delivery of K-12 education to more than 570,000 school children.

## SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
RASM 3	000000181549	In Person, by mail, email or telephone	Quarterly	To evaluate employees job performance: Identify strengths and weaknesses, provide necessary feedback job, re-define job duties as needed, establish goals and review work plan.
Research, Analysis, and Statistics Manager 3	000000181549	In Person, by mail, email or telephone	As Needed	To ensure that the employee has sufficient resources to accomplish required work; to keep lines of communication with supervisor open and clear; establish goals and review work plan.

## 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 frequent independent judgments and quick, accurate response when working with the public, government officials, educators, and the media, and with in-and-out-of-agency staff. Strong writing and listening skills are essential as is the ability to organize, prioritize and complete a variety of simultaneous tasks.

**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