



State of Oregon Position Description

Company: Oregon Department of Education
Organization: School Finance & School Facilities - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Program Analyst 4	Job Profile ID:	0863
Business Title:	School Facilities Program Manager (Unfilled)	Position ID:	000000005203
Employee Name:		Company ID:	58100
Representation:	MMN	Budget Auth No:	1253190
Location:	Salem ODE Public Service Building		
Supervisor:	Michael Wiltfong (Education Programs Administrator 1)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Administrative Exemption		
Overtime Eligible:	No		
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.

The Office of School Facilities oversees several grants and programs designed to help districts provide healthy, safe, and warm facilities for their students. The programs are divided into direct grants to districts and providing technical assistance to the districts. The grants include bond matching grants (OSCIM Program), assessment grants (Technical Assistance Program Grants), matching federal E-Rate funds (COSF), and helping districts test and remediate fixtures with elevated levels of lead (WIIN Grant and state

funds). Technical assistance to the districts include a database collection, statewide facility assessment and additional assistance through the federal Supporting America's Schools Infrastructure grant (SASI).

The Office of School Facilities connects to the larger ODE mission by supporting districts in improving the actual classrooms. The Office focuses on equity and works to provide additional resources to those districts that have less capacity for facility improvements. The Office has several high-profile programs and holds itself to high levels of accountability and integrity as a result.

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:

This position is to provide program management oversight to the Office of School Facilities. This position, in collaboration with the Managing Director of School Finance and Facilities, will direct the work of various programs and grants within the Office of School Facilities. As additional programs, requests, and grants are given to the Office, this position will determine how best to set up the programs and assign staffing resources to ensure program success. Additionally, this position will directly administer the OSCIM Program.

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.

30% - R E - OSCIM Program Administration and Development

- Administer the Oregon School Capital Improvement Matching Program (OSCIM Program) from accepting and reviewing applications to awarding funds to allocate state matching grant commitments to eligible school districts.
- Develop policy changes to evolve the OSCIM Program to continue to be responsive to the needs of districts across the state.
- Ensure district compliance with all grant agreement provisions, including reimbursement documentation, for those districts that have received an award to comply with state and federal regulations on spending bond funds.
- Coordinate with Department of Administrative Services, the Department of Justice, ODE's Procurement Unit, and State Treasurer for the OSCIM Program to ensure grant agreements are updated and align with state and federal bond regulations.

30% - R E - Office of School Facilities Consultation

- Provide guidance and direction to specific programs and other team members to ensure alignment with ODE's mission, vision, strategic plan, and statutory requirements.
- Give authoritative advice on implementing new programs assigned to Office of School Facilities to ensure effective implementation of program.
- Collaborate with other offices in ODE and other agencies to ensure alignment of programs and coordination with vision of the program.
- Provide statewide training to a variety of professional audiences about Office of School Facilities programs to create better understanding and use of programs.

15% - N E - Administrative Rule Oversight

- Provide technical assistance to program administrators to ensure administrative rule align with ODE's rule requirements and integrate with ODE's rule making process.
- Develop new rules and guidelines for additional programs that are placed within the Office of School Facilities to address broad or ambiguous enabling legislation.
- Routinely review the Office of School Facilities' administrative rules to confirm they are still valid, necessary and in alignment with the State Board of Education's policy directives.

10% - N E - Legislative Work

- Oversee the legislative process for the Office of School Facilities, including assigning bills for analysis and tracking bills through legislative process to ensure all internal ODE legislative deadlines are met.
- Provide direction on any implementation necessary and support Managing Director of School Finance and Facilities with any testimony, presentations, or implementation necessary to successfully represent the Office of School Facilities and ODE in the legislative process.
- Collaborate with Managing Director of School Finance and Facilities on developing legislative concepts and policy option packages to adapt the Office of School Facilities to changing needs.

10% - N E - Office of School Facilities Budget

- Collaborate with Managing Director of School Finance and Facilities to track Office of School Facilities expenditures to ensure expenditures do not exceed budget.
- Collaborate with ODE’s budget unit to review expenditures and forecast costs to ensure best practices in spending public funds.

5% - N NE - Other Duties 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.

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 Constitution; Oregon Revised Statutes and Chapter Laws; Administrative Rules; Federal Laws, Regulations, Requirements, and Guidelines; ODE Policies and Procedures; and Securities and Exchange Commission Regulations.

How are these guidelines used?

The Constitution provides guidelines on purposes for which various types of debt can be issued. State statutes and laws are used to provide guidance on specific projects and programs approved for funding by the Legislature. Administrative Rules and ODE Policies and procedures are used to provide guidelines for the administration of the programs. Federal regulations are used as guidelines in analyzing allowable uses of bond proceeds. Securities and Exchange Commission regulations are used to guide municipal market disclosure requirements.

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?
Bond Counsel, Department of Administrative Services, and Treasury Staff	In Person, by mail, email or telephone	Provide guidance and expectations in the issuance of new debt, discuss new or outstanding debt to coordinate account set up and maintenance, electronic transfers of funds, debt service payments, and SEC disclosures	As Needed
Educational organizations, private citizens, Other stakeholders	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification	Daily
Legislative Staff	In Person, by mail, email or telephone	Testify to legislative committees; respond to inquiries on bond program matters; discuss agency capital projects	Monthly
Other ODE staff, School and district staff	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification	Daily
Other State Agencies	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

The employee has considerable latitude in advising high-level policy makers. Decisions and recommendations made by the employee have significant impact on public and fiscal policy and have a high level of visibility and consequence. Decisions may affect the timely completion and overall success of asset acquisition, construction and improvement of bond financed capital assets for school districts throughout the state, including critical facilities and infrastructure utilized by thousands of school district staff and students. The effect of poor decisions in this position could have an extremely negative impact on the bond program, the success of all programs, and could result in the financing not being renewed by the Legislature. In addition, the employee makes management level decisions that affect the state's compliance with complex IRS regulations related to arbitrage, allowable use of bond proceeds, allowable use of financed assets, and other tax related matters. The effect of poor decisions would have an extremely negative impact on the bond programs, the state's credit rating, the state's reputation in the capital markets, and could result in liabilities to the federal government for hundreds of millions of dollars.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Programs Manager 3	2581107	In Person, by mail, email or telephone	As Needed	Review workload, work quality and ensure alignment with agency.

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 a driver license and an acceptable driving record or an alternative means of transportation.

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