



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
2/9/23

This position is:

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

Agency: Oregon Department of Education

Facility: Public Services Building

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations and Policy Analyst 2

b. Classification No: 0871

c. Effective Date: 2/9/23

d. Position No: 2111021

e. Working Title: Rules Coordinator

f. Agency No: 58100

g. Section Title: Director's Office

h. Budget Auth No: 1368860

i. Employee Name: _____

j. Repr. Code: OAS

k. Work Location (City – County): _____

l. Supervisor Name (Optional): _____

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt
☒ Non-Exempt

If Exempt: ☐ Executive
☐ Professional
☐ Administrative

o. Eligible for Overtime: ☒ Yes
☐ 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) provides leadership for all elementary and secondary students in Oregon's public school districts and education service districts. Responsibility also extends to public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth correctional facilities. Our mission is to foster excellence for every learner through innovation, collaboration, leadership, and service to our education partners. We value equity for every student, high-quality education, service, leadership, and teamwork. We are results- focused and believe people are our greatest asset.

The ODE's mission is to foster equity and excellence for every learner through collaboration with educators, partners, and communities. In fulfilling its mission, ODE has a vision to ensure all students have access to and benefit from a world-class, well-rounded, and equitable education system.

The Deputy Superintendent of Public Instruction is the Director and administrative head of the Department of Education. The Governor who is the Superintendent of Public Instruction has delegated to the Deputy

Superintendent the responsibility of performing all of the duties, functions and powers of the Superintendent. These include providing leadership and oversight to Oregon's prekindergarten to grade 12 education system. The Deputy Superintendent is the chief executive officer for the State Board of Education and is responsible for interpreting and administering Board policies and rules.

ODE employs in excess of 690 employees at the Public Service Building, the Veterans' Building, multiple Office of Child Care locations around the state, and the Oregon School for the Deaf (OSD). OSD employees include academic-year staff who work nine and one-half months during the regular school year (late August to mid-June each year) and two months of summer school programs. OSD operates on a five-day-a-week, 24-hour-a-day basis.

All employees working in the Department are expected to assist in achieving the Department's diversity and affirmative action goals by creating an inclusive work environment that encourages each employee to meet their full potential and consider Education as their "Employer of Choice."

This position on the Government Relations and External Affairs Team. The Government Relations and External Affairs Team is within the Director's Office and works across the agency to carry out the mission, goals, and the priorities of the Director, the Governor as the Superintendent Of Public instruction, and the State Board of Education to reach our goals of an equitable educational system for every PK-12 student. The team coordinates legislative efforts by collaboratively working with state, local, federal government, and the nine Confederated Tribes of Oregon. The team monitors and strategically provides information on policy proposals that impact students, schools, school districts and ODE to legislative members and external partners. Our charge is to meet ODE's legislative goals by fostering relationships with legislative members, create policy proposals, mitigate political risk, assist ODE staff implement new legislation, and identify and address barriers to implementing new state policies. The team also includes the agency's administrative rules process, public records, and internal policy coordination.

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 coordinate and administer the agency's administrative rules process.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
60%	R	E	COORDINATE AND MANAGE AGENCY ADMINISTRATIVE RULES PROCESS: <ul style="list-style-type: none"> Implement administrative rules process in coordination with Government Relations & External Affairs Director and State Board Administrator to ensure compliance with the Oregon State law governing administrative rulemaking and timely adoption of administrative rules Work with the Secretary of State's Archives Division to file and maintain Oregon Administrative Rules relating to education

			<ul style="list-style-type: none"> • Ensure department meets deadlines and other rulemaking requirements established by statute and by the Secretary of State • Provide training and guidance to Department staff regarding administrative rulemaking process and requirements • Ensure accurate and clear information is presented on the ODE website regarding the administrative rule process, rule adoptions, and rulemaking hearings • Send notification of rulemaking to appropriate parties • Organize and conduct public hearings on administrative rules • Convene and staff rules advisory committees • Ensure that diverse viewpoints and voices are solicited as part of agency rulemaking process • Work with State Board of Education Administrator to ensure Board has timely and accurate access to proposed rules • Ensure rule filings are timely and accurate • Work with the Youth Development Division to ensure timely filing with Secretary of State's Office for Youth Development Commission rule adoptions • Periodically review administrative rules to determine need for revisions or repeal • Serve as main point of contact for community members with respect to the Department's administrative rule process and filings • Perform research on administrative rules as necessary • Review and in coordination with the Government and Legal Affairs Manager update agency rulemaking process • Prepare annual report on administrative rulemaking as required by legislature and any other reports relating to the Department's rulemaking activity • Analyze proposed legislation that may impact ODE's rulemaking process • Implement new legislation that affects ODE's rulemaking process
20%	R	E	LEGISLATIVE SUPPORT: <ul style="list-style-type: none"> • Assist in the internal tracking of legislation during legislative session • Communicate with legislative coordinators to ensure timely and accurate information is available for all priority legislation • Assist with the drafting of legislative communications and training materials • Assist in tracking internal implementation of adopted legislation • Consult with Government Relations Director and Legislative Coordinator
10%	R	E	COORDINATE AND MANAGE AGENCY PUBLIC RECORDS REQUEST PROCESS: <ul style="list-style-type: none"> • Serve as main point of contact for near daily public records requests from journalists and general public

			<ul style="list-style-type: none"> • Review public records requests and route to appropriate agency personnel • Ensure that timelines and processes established by statute for public records process are met by agency • Work with the staff to ensure timely response to public records requests
5%	R	E	SUPPORT GOVERNMENT RELATIONS & EXTERNAL AFFAIRS DIRECTOR: <ul style="list-style-type: none"> • Draft administrative rules • Review and interpret statutes, rules and federal guidance as they pertain to the P-20 education system to provide guidance to Department staff, school districts, other education entities, and the public • Respond to constituents on behalf of Director, Chief of Staff and Deputy Superintendent • Respond to inquiries from stakeholders and provide technical assistance to districts • Special Projects as assigned by the Director • Treat stakeholders and co-workers with dignity and respect. • Ensure that equity, diversity and inclusion and an anti-racist stance is applied to projects and tasks.
5%	R	E	COORDINATE AND MANAGE AGENCY POLICY PROCESS: <ul style="list-style-type: none"> • Collaborate with other policy staff to create policies • Lead cross office team to ensure agency achieves objectives of strategic plan relating to policies • Draft policies for review by Executive Leadership team and approval of Deputy Superintendent • Ensure policies are consistent with DAS policies, state statute and rules • Work with communications team to communicate policies to staff • Work with other agency staff to coordinate and provide staff training on policies • Serve as resource to other agency staff who are working on policies

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.

Typical office environment, open-wall configuration. Irregular work hours with occasional travel. The majority of this position may be performed in a remote work environment. Frequent exposure to deadline pressures. Frequently deals with high stress topics and crucial situations; must quickly understand complex situations; must exercise consistent good judgment; topics dealt with may be highly confidential in nature.

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.

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

- b. 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?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Rules Advisory Committee	Virtual/ in person/e-mail	Feedback on proposed rules	monthly
General Public	Phone/writing/e-mail	Respond to concerns & questions, receive public comments relating to rules, receive and fulfill public records requests	daily
Department staff	Phone/writing/e-mail/in person	Coordinate and obtain information	daily
Education community groups	Phone/writing/e-mail/in person	Exchange information relating to legislation, workgroup participants	regularly
Other agencies	Phone/writing/e-mail	Information, rule or records process, coordination	regularly

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions relating to agency rules have immediate and long-term impact on delivery of K-12 education to more than 570,000 school children.

Decisions relating to agency policies: Affect all Department employees and may affect agency's ability to perform mission and duties.

Decisions relating to legislation: Affect Department ability to perform mission and duties and may impact delivery of K-12 education.

Decisions relating to public records: Affect Department employees and members of the public.

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 cursor at end of a row (outside table) and hit "Enter".

Government and External Affairs Manager/Manager 2	0707201	Conversations in person, virtually and by phone. Review draft docs as appropriate	Monthly or as needed; quarterly performance goals	Evaluate for overall effectiveness. Quarterly performance feedback

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

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

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

The experience, skills, and abilities listed below are the criteria used in recruiting for this position.

- Excellent organization and time management skills, with an ability to pay attention to detail, and an ability to work under tight deadlines and shifting priorities
- Familiarity with legislative, rule or policy development processes and analysis.
- Excellent writing, speaking, listening, and communication skills.
- Experience supporting committees or advisory groups with community or agency representatives.
- Ability to explain processes, rules and policies to both community and agency employees
- Experience working with culturally and individually diverse groups.
- Ability to solicit and value diverse viewpoints.

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 curser at end of a row (outside table) and hit "Enter".

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

Appointing Authority Signature

Date