



**STATE OF OREGON**  
**Oregon Health Authority (OHA)**  
**POSITION DESCRIPTION**

**Position Revised Date:**  
July 2025

**Agency:** Oregon Health Authority

**Division:** Oregon State Hospital

☐ New ☒ Revised

**This position is:**

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

**SECTION 1. POSITION INFORMATION**

- a. Classification Title: Chief Medical Officer
- b. Classification No: Z7528 c. Effective Date: \_\_\_\_\_
- d. Position No: TBD
- e. Working Title: Chief Medical Officer
- f. Agency No: 44300
- g. Section Title: Superintendent - Administration
- h. Employee Name: \_\_\_\_\_
- i. Work Location (City — County): Salem/Marion and Junction City/Lane
- j. Supervisor Name: \_\_\_\_\_
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year  
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☒ Exempt If Exempt: ☒ Executive ☐ Professional ☐ Administrative  
☐ Non-Exempt
- m. 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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution

or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Oregon State Hospital (OSH) Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with stakeholders and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

Oregon State Hospital is a Joint Commission-accredited and CMS-certified public psychiatric hospital which provides services on two campuses to persons committed by the Oregon courts as part of the state behavioral health system.

OSH Vision: We are a psychiatric hospital that inspires hope, promotes safety, and supports recovery for all.

OSH Mission: to provide therapeutic, evidence-based, patient-centered treatment focusing on recovery and community reintegration, all in a safe environment.

OSH is led by a Superintendent and Executive Team. Leadership and oversight of clinical treatment is provided by the Clinical Administrative Team, which is comprised of the Chief Medical Officer, clinical Discipline Chiefs, Chief Nursing Officer, Deputy Superintendent and the Program Directors for the Salem and Junction City campus programs. OSH uses the Collaborative Problem Solving® model as its foundation of care across all disciplines, including nursing and direct-care unit staff.

- 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 Chief Medical Officer (CMO) provides executive direction and leadership to ensure quality patient treatment and outcomes. Direct reports include: Chiefs of Psychiatry, Psychology, Social Work and Medicine; the Treatment Services Director, Pharmacy Director, and an Office Manager. The Chief Medical Officer directs patient treatment services, program development and evaluation, budget administration and review, regulatory compliance activities and establishment of policies/procedures to guide equitable, inclusive, and trauma-informed patient treatment and workplace practices. As a member of the OSH Executive Team the CMO helps establish organizational direction and priorities, ensures effective cross-departmental decision making and resource allocation to guide success. The CMO embeds the OSH mission, vision, and values of the organization into their work decisions and models productive and professional behaviors.

### 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.**

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

% of Time	N/R/NC	E/NE	DUTIES
30%	R	E	<ul style="list-style-type: none"> <li>• <b><u>Clinical Leadership:</u></b></li> <li>• Provides executive direction, leadership, and oversight of the CMO Departments and delegated clinical support department operations to inspire hope and ensure the delivery of high-quality, trauma-informed, and culturally and linguistically appropriate care and services to patients in a safe, recovery-oriented environment.</li> <li>• Coordinates clinical CMO Department practices with the Chief Nursing Officer (CNO) to assure active treatment for all patients.</li> <li>• Delegates clinical tasks appropriately, monitors performance and follows up to ensure equitable results.</li> <li>• Establishes and effectively communicates clinical standards, objectives, and policies/procedures for program services in accordance with state and national standards; professional licensing standards; emerging best practices of care with the goal of eliminating health inequities.</li> <li>• Assures regulatory compliance of all CMO Department services within the framework of constant readiness for review by Centers for Medicare and Medicaid Services</li> </ul>

			<p>(CMS), the Joint Commission, and other State and national regulatory bodies.</p> <ul style="list-style-type: none"> <li>• Fosters a patient-centered, recovery-focused, trauma-informed, team-oriented culture by active collaboration between medical, clinical, and therapeutic disciplines to promote and ensure equitable service and outcomes.</li> <li>• Provides direction and leadership in the use of Collaborative Problem Solving for direct patient care and management behavior. Maintains and advances own and subordinates' knowledge and practice of the Collaborative Problem Solving model with patients and co-workers at all levels.</li> <li>• Ensures there is a system in place to provide and monitor communication of continuity-of-care information between providers and to monitor clinical effectiveness and cultural responsiveness of treatment interventions at all levels of the organization, including discharge planning.</li> <li>• Responsible for the administration of effective and efficient delivery of treatment services to all patients at the hospital.</li> <li>• Identifies and monitors important patient related issues that require follow up by treatment teams, hospital-wide discipline chiefs or others.</li> <li>• Monitors hospital's high-risk patients; and provides consultation for complex or high-risk patient care transfer situations.</li> <li>• Evaluates expedited admission requests for alignment with process elements and clinical need; and evaluates referrals from the Oregon Youth Authority.</li> <li>• Provides direct psychiatric care to patients sufficient to meet the requirements of the Medical Performance Committee and maintain clinical privileges.</li> <li>• Provides testimony consistent with responsibility and authority of CMO position.</li> </ul>
45%	R	E	<p><b><u>Administrative Leadership:</u></b></p> <ul style="list-style-type: none"> <li>• Plans, organizes, and assigns the work of CMO Department managers, including in the development of subordinate structures and performance of management tasks.</li> <li>• Serves as the Administrator on Duty (AOD).</li> <li>• Delegates administrative tasks appropriately, ensures clarity of performance expectations and monitors performance, and follows up to ensure desired results personally and through direct report, subordinate positions.</li> <li>• Directs recruiting, interviewing, selecting, onboarding, training, and professional development of CMO Department staff, as well as department clinical support positions. Ensures that management practices support the recruitment, retention, and promotion of a qualified, diverse workforce and inclusive work environment.</li> </ul>

			<ul style="list-style-type: none"> <li>• Directs and oversees managers' conduct of effective personnel practices of hiring, coaching, performance feedback, promoting, disciplining and termination.</li> <li>• Make rounds as necessary to ensure leadership presence in direct care areas, and to assure ongoing activities are in place in all areas to address identified opportunities for improvement.</li> <li>• Provides goal setting and ongoing performance feedback to direct reports. Completes annual performance and position description reviews and quarterly performance discussions with managerial staff. Coaches and mentors employees toward excellence.</li> <li>• Maintains and encourages equitable personal and professional growth through pursuit of education and training and participation in relevant professional organizations. Supports and encourages equitable personal and professional growth through pursuit of education and training related to the impact of systemic racism, elimination of health inequities, and development of diverse and inclusive work environments.</li> <li>• Provides administrative direction for hospital-based and/or contracted CMO Department services education/development/training programs, including those which qualify students, interns and residents for licensure or Board certification as qualified providers of care.</li> <li>• Participates as assigned on the Executive Team, clinical and administrative committees, and other internal and external groups to accomplish the organization's mission and vision.</li> <li>• Collaborates with Information Technology professionals and other clinical and non-clinical departments as appropriate to lead and oversee the ongoing management of the electronic health record and to successfully implement other technological solutions as needed, ensuring ADA accessibility of technology products is prioritized.</li> <li>• Builds collaborative, productive professional relationships with clinical facilities, advisory boards, Medical Allied Health Professional Staff (MAHPS) and other departments within and outside of the agency.</li> <li>• Establishes and maintains respectful and productive working relationships with collective bargaining unit agents and representatives.</li> <li>• Utilizes resources to achieve the best possible outcome for patients, partners, stakeholders, and employees.</li> <li>• Supports problem-solving, decision-making, and issue resolution at the appropriate level and in a timely, fair, and equitable manner.</li> <li>• Engages staff in assessment, planning, implementation and evaluation of inclusive, equitable and trauma-informed services, practices, and outcomes.</li> </ul>
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			<ul style="list-style-type: none"> <li>Meets with discipline chiefs to pass on important information clearly and concisely and to obtain an understanding of staffing needs, issues, and problems.</li> </ul>
20%	R	E	<p><b><u>Fiscal Management:</u></b></p> <ul style="list-style-type: none"> <li>Monitors and manages the financial performance of assigned departments to ensure budgetary requirements are implemented and maintained.</li> <li>Estimates necessary quantity of time, costs and materials or personnel required for the accomplishment of CMO Department assignments and goals.</li> <li>Monitors and manages expenditures from the current biennium approved budget and consults with the hospital Chief Financial Officer / Chief Operating Officer (CFO/COO) regarding expenditure needs outside the budget.</li> <li>Develops and reviews budgetary reports relative to areas of responsibility, including agency services and overtime use.</li> <li>Identifies opportunities to improve efficiency, reduce expenses and improve overall financial performance in accordance with the mission, vision and values and goals of OSH and OHA.</li> </ul> <p>Negotiates and administers direct-service contracts as necessary, in consultation with the hospital CFO/COO.</p>
			<p><b><u>Values:</u></b></p> <ul style="list-style-type: none"> <li>As an employee of Oregon State Hospital, demonstrates awareness, understanding and alignment of service delivery with the OHA strategic plan, OHA and OSH Core Values.</li> </ul>
			<p><b><u>Cultural Responsiveness:</u></b></p> <ul style="list-style-type: none"> <li>Consistently treats patients, consumers, customers, stakeholders, community partners, vendors and colleagues with dignity and respect.</li> <li>Models inclusive and equitable recruitment, onboarding, promotion, and management practices to support advancement of the OHA Equity Advancement Plan and its goals.</li> <li>Demonstrates recognition of the value of individual and cultural difference; creates a work environment that is respectful and accepting of diversity where talents, abilities and experiences are valued and leveraged.</li> <li>Proactively creates and maintains an inclusive work environment for all staff, including those from diverse backgrounds promoting and fostering a workplace free of discrimination and harassment.</li> <li>Assures that service delivery is provided in a culturally and linguistically responsive manner; assures that printed materials are available in different languages as needed</li> </ul>

			<p>and/or in alternate format; bilingual services are available; and facilities are accessible for all patients, their families and community members.</p> <ul style="list-style-type: none"> <li>• Pursues personal and professional growth through education and training and participation in relevant professional organizations; pursues education and training related to the impact of systemic racism, elimination of health inequities, and development of diverse and inclusive work environments.</li> </ul>
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## 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.**

Position requires the incumbent to work a professional work week where the hours of work may fluctuate on a daily or weekly basis. Work is primarily conducted in an office complex but includes time in public and high security setting and may include telework. Extensive use of computers and telephones if required. Position is subject to fluctuating workloads and priorities including highly complex, sensitive, confidential and/or political issues. Safety and support consideration includes contact with individuals experiencing altered mental and/or emotional states who may act out verbally or physically in an attempt to establish personal safety. Local and in-state travel is required, particularly travel to both campuses.

## 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/State laws governing care/treatment of persons receiving mental health services Oregon Administrative Rules, Oregon Health Authority & Department of Administrative Services policies Joint Commission standards for inpatient psychiatric hospital and residential behavioral health services

Oregon Board of Medicine and all regulatory boards for CMO department members

Hospital and state licensing standards for inpatient and residential services

Center for Medicare/Medicaid Services standard

Oregon Health Authority Equity Advancement Plan

Culturally and Linguistically Appropriate Services (CLAS) standards

REALD (Race, Ethnicity, Language and Disability) data collection standards

**b. How are these guidelines used?**

Laws, rules, regulations, standards, guidelines, policies and procedures provide a general framework for program development/management, hospital governance and daily operations. Interpretation, judgement, implementation, monitoring and compliance is required.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.**

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

Who Contacted	How	Purpose	How Often?
Department Directors	Phone/In Person/written	Exchange information/provide reports	Daily
Clinical Discipline Chiefs	Phone/In Person/written	Exchange information/provide reports	Daily
Superintendent	Phone/In Person/written	Exchange information/provide reports	Daily
Executive Team Members	Phone/In Person/written	Exchange information/provide reports	Daily
DOJ Consultants	Phone/In Person/written	Exchange information/provide reports	Daily
AFSCME and SEIU representatives	Phone/In Person/written	Exchange information/provide reports	Daily
Oregon Health Authority; DAS	Phone/In Person/written	Exchange information/provide reports	Daily
Community Contacts	Phone/In Person/written	Exchange information/provide reports	Daily

## SECTION 7. POSITION-RELATED DECISION MAKING

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

Decisions generally relate to overall hospital operations and performance, patient care and treatment, utilization of program resources, personnel management, productivity, the health and safety of patients and staff, public perception, and fiscal solvency. Poor decisions could result in psychological harm, serious injury to patients and/or staff, fiscal insolvency and/or indefensible liability exposure.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

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

Classification Title	Position Number	How	How Often	Purpose of Review
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Superintendent		Verbal/written	As needed/monthly	Organizational priorities and goals, Quantity and quality of care, budget and staffing issues, administrative needs/requirements

## SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 7
- How many employees are supervised through a subordinate supervisor? 427
- 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 and 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.

**All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**

\*Must possess an unencumbered license to practice psychiatry in the State of Oregon.

\*Because the Junction City campus can only be reached by vehicle, the incumbent, must have a valid driver's license or alternate means of transportation.

\*Must be able to flex hours or work additional shifts when necessary to complete time sensitive projects or ensure the safe and efficient operation of the facility.

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

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

Operating Area	Biennial Amount (\$00,000.00)	Fund Type
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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
_____	_____
Appointing Authority Signature	Date