



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
03/15/2023

Agency: Oregon Health Authority

Division: Agency Operations Division

☒ 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: Human Resources 1
- b. Classification No: X1320 c. Effective Date: 08/10/2026
- d. Position No: 000000006819 / 4500401
- e. Working Title: ADA Administrative Coordinator
- f. Agency No: 44300
- g. Section Title: Office of Human Resources
- h. Employee Name: _____
- i. Work Location (City — County): Salem - Marion
- j. Supervisor Name: Jeremy Mason
- 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.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

The Office of Human Resources (OHR) is an auxiliary support program that provides organizational leadership and guidance in the administration of the Agency's professional human resources programs. With close to five thousand positions, OHR endeavors to create a healthy working environment for the Agency's talent to thrive. OHR works to recruit a highly skilled and diverse workforce in an effort to support the Agency's programs with an ultimate goal of helping people and communities achieve optimum physical, mental and social well-being.

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:

Provide administrative assistance and support to the Agency's ADA Program Administrators. This position will performs technical duties in the efficient maintenance of ADA systems and record platforms and protocols for ensuring the effective processing of ADA requests in compliance with the Americans with Disabilities (ADA) Act, ADA Amendments Act of 2008 (ADAAA), the Rehabilitation Act of 1973, and other federal and state laws, State administrative policy (i.e., 50.020.10) and related EEOC guidance (e.g., U.S. Executive Order 13164) pertaining to persons with disabilities.

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
40%	NC	E	GENERAL ADA ADMINISTRATIVE DUTIES: - Act as the initial point of contact for all ADA requests by monitoring the OHA ADA program inbox, logging ADA requests and reviewing supporting documents for any missing incomplete information to assist with ADA Program Analyst - Assign out to the respective ADA program analyst the employee request for job accommodation and related documentation. - Provide guidance to Agency employees and process partners when they seek information and instruction on the ADA process and any necessary forms to initiate the ADA process. - Assist with follow up communications with medical providers, managers, and relevant process partners. - As necessary contact staff, managers, and employees regarding problems or discrepancies with documentation and/or materials needed. - Assist as needed in the "interactive process" - Establish and build the employee's accommodation request

			record and ensure all required data, medical or otherwise, that was used through the “interactive process” is collected and documented with the appropriate confidentiality protocol.
20%	NC	E	ADA RECORDS ADMINISTRATION • Administer ADA records platforms to ensure effective organization, security, and confidentiality or ADA documentation and correspondence. • Maintain physical and/or employee ADA files communication, correspondence, and program documentation using Agency, federal, and statewide ADA record keeping protocols. • Oversee processing and retention of ADA files and records according to the State Archivist rules federal or state law and statewide policy. • Ensure confidential HIPPA materials are secured according to law and policy. • Maintain all ADA job accommodation request forms and relevant documentation for assisting employees, manager, and process partners
20%	NC	E	ADA DATA & ANALYSIS: • Gather, compile, and analyze raw data from the relevant platforms and ADA informational systems to provide ad hoc business statistics and reports on the Agency's ADA service delivery and compliance to ensure continuous improvement • Recommend and develop changes to OHA's procedures and processes for a more streamlined workflow. • Maintain the Agency's ADA job accommodation SharePoint site
15%	NC	E	ADA PROCUREMENT SUPPORT: • Assist in the procuring of products needed for employee job accommodation. • Maintain approved network of vendors list of job accommodation products
5%	NC	NE	Other Duties as Assigned
			AFFIRMATIVE ACTION AND DIVERSITY EXPECTATION (Per Governor's Executive Order 05-01) Cultural Competence • Promote and foster a diverse workforce and discrimination/harassment-free workplace. • Recognize the value of individual and cultural differences; creates work environment where individual differences are valued. • Consistently treat customers, business partners, co-workers with dignity and respect. • Values diverse viewpoints.

			Core Values • Demonstrate awareness, understanding and alignment with OHA Core Values of Service Excellence, Leadership, Integrity, Health Equity, Partnership and Innovation. Customer Service • Consistently treat customers, partners, vendors and co-workers with dignity and respect. • Maintain a work environment that is respectful and accepting of diversity. • Model expected office professional behaviors
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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.

The incumbent is required to work a professional work week where the hours of work may fluctuate on a daily and weekly basis. This position will require the employee to communicate well with all levels of staff. Work will occur from a designated remote work location, with on-site office attendance required 1–2 days per week. The position will require extensive use of all aspects of computer technology to perform work and to communicate and meet with staff, management, and other business partners; and may require long periods of time before a computer monitor or in the use of office equipment. Incumbents may also use other forms of communication technology such as telephones, and fax machines. The position will also be subject to competing workloads and priorities while dealing with highly complex, sensitive, and/or confidential issues and materials.

There may be occasional contact with angry or confused employees, managers, or other process partners. This role requires the ability to travel to different work locations as needed to perform or assist in onsite analysis requiring a valid driver's license or alternative method of getting to work sites. Worksites may be in Agency employees' homes, traditional workspaces, or other designated non-traditional office locations.

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:

- Americans with Disabilities (ADA) Act
- ADA Amendments Act of 2008 (ADAAA)
- Rehabilitation Act of 1973
- State administrative policy (i.e., 50.020.10)
- EEOC guidance (e.g., U.S. Executive Order 13164)
- Oregon Revised Statutes
- Department of Administrative Service Personnel Rules and Policies
- Agency Resources Manuals
- Agency Affirmative Action Plan
- Collective Bargaining Agreements
- Oregon Administrative Rules
- Oregon Bureau of Labor and Industries Rules and guidelines
- Labor Relations Division Updates
- Employee Relations Board Updates
- OHA Mission Statements, Values and Principles

b. How are these guidelines used?

These guidelines are used as essential references when performing support duties for the Agency's ADA Program Analysts and when responding to inquiries, and they inform this position's work in supporting professionals who administer the Americans with Disabilities Act (ADA), ADAAA, the Rehabilitation Act of 1973, and related federal, state, and statewide policies and guidance.

SECTION 6. WORK CONTACTS

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

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?
Agency Employees	Phone/computer/Person	Receive requests under the ADA and provide related guidance	Daily or as needed
ADA Program Analyst	Phone/computer/Person	Provide administrative support to the Agency's ADA Program Analysts	Daily or as needed
Agency Managers & Supervisors	Phone/computer/Person	Provide guidance and information the general ADA process and procedures	Daily or as needed
HR Leadership and Staff	Phone/computer/Person	Provide general information and ad hoc reports	Daily or as needed
Unions	Phone/computer/Person	Provide/obtain Information;	As needed

Medical Providers	Phone/computer/Person	Provide or obtain information	As needed
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SECTION 7. POSITION-RELATED DECISION MAKING

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

Uses the appropriate body of knowledge around the Agency's ADA processes and procedures when supporting ADA process partners and when responding to inquiries. Providing incorrect guidance or the inaccurate dissemination of information may cause a risk to the organization.

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
HRA3 X1322 (Lead)	173015	Meetings, revisions	As needed	Direction and review of work assignments and tasks
HRM3 X7343	1201090	Meetings; Performance Appraisals	As needed; Annually	Update on status of work assignments and associated tasks

SECTION 9. OVERSIGHT FUNCTIONS

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?

- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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.

- Basic knowledge ADA processes, HIPPA regulations, and general HR functions.
- Basic knowledge of federal and Oregon state human resource laws, rules and regulations.

- Skill in using a personal computer and the Microsoft 365 suite for enterprise (e.g., PowerPoint, Excel, Word, Outlook, Teams, etc.) and ancillary office productivity software.
- Skill in using Apple iPhone products and related communication applications.
- Ability to work independently and effectively prioritize work, set goals, and achieve objectives.
- High degree of organizational ability
- Skill in communicating effectively, orally and in writing, with a variety of people to explain process and decision.
- Ability to collaborate and mediate between individuals with competing interests.
- Position requires the ability to be CJIS cleared, LEDS certified

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

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.

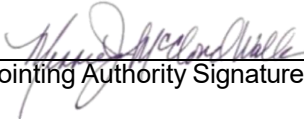
SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date


Appointing Authority Signature

4/18/2023

Date