[Click here to link to instructions](https://apps.state.or.us/Forms/Served/oe0105h.doc) **All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**

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|  | **STATE OF OREGON**Oregon Health Authority (OHA)POSITION DESCRIPTION | **Position Revised Date:**3/22/23**This position is:** |
| **Agency:** Oregon Health Authority**Division:** Public Health Division[ ]  New [x]  Revised | [x]  [Classified](http://egov.oregon.gov/DAS/HR/docs/class/ClassGuidefin.pdf)[ ]  [Unclassified](http://egov.oregon.gov/DAS/HR/docs/class/ClassGuidefin.pdf)[ ]  Executive Service[ ]  Mgmt Svc – Supervisory[ ]  Mgmt Svc – Managerial[ ]  Mgmt Svc – Confidential |
| **SECTION 1. POSITION INFORMATION** |
|  **a.** Classification Title: | Project Manager 1  |
| **b.** Classification No: |  0854 |  **c.** Effective Date: | TBD |
| **d.** Position No: |       |  |
| **e.** Working Title: | WIC MIS Business Manager |
| **f.** Agency No: | 44300 |  |
|  **g.** Section Title: | Nutrition & Health Screening |
|  **h.** Employee Name: | VACANT |
|  **i.** Work Location (City — County): | Portland - Multnomah |
|  **j.** Supervisor Name: | Alba Zurita |
|  **k.** Position: | [ ]  Permanent [ ]  Seasonal [x]  Limited Duration [ ]  Academic Year[x]  Full-Time [ ]  Part-Time [ ]  Intermittent [ ]  Job Share |
|  **l.** FLSA: | [ ]  Exempt[x]  Non-Exempt | If Exempt: | [ ]  Executive[ ]  Professional[ ]  Administrative | **m.** Eligible for Overtime: | [x]  Yes[ ]  No |

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| SECTION 2. PROGRAM AND POSITION INFORMATION |

1. **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 Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is a federally funded, state administered, public health nutrition program functioning to identify women and children at risk, to improve health outcomes by providing nutrition education, a monthly nutritious supplemental food package, and referral into the health care system. WIC provides public health leadership in promoting the health and improved nutritional status of Oregon's families. The program is committed to having a diverse workforce to serve its diverse clients in a culturally competent manner. The State WIC Program provides management, nutrition, nutrition education, data processing, administrative and fiscal consultation and support services to 34 local health agencies serving over 77,000 Oregon women and children each month. There are currently over 500 authorized vendors (pharmacies and grocery stores) participating in the WIC program. Oversight of the program is performed in accordance with legislative mandates as well as federal and state requirements.

The purpose of the WIC Management Information System (MIS) is to develop and maintain an automated data system to track participants; use in the clinic to assess risk, determine food packages, record demographics and health data; run reports of all kinds; track all vendor information; track all food benefit issuance and food packages; and track all client and vendor investigations and sanctions.

**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:**

Act as Project Manager on the business side for WIC-related MIS projects, currently for the U.S. Department of Agriculture (USDA) – Food & Nutrition Services (FNS) funded TWIST to Web transfer and implementation project. This nearly 7-year (early 2017 to early 2024), $16.5 million project will replace the PowerBuilder/Sybase TWIST management information system with a web-based, fully federally compliant system. While this project is being implemented, this position will continue to assure that the business needs and requirements of TWIST are met in a timely, efficient and cost-effective manner. This includes providing technical and strategic input for long range planning, interacting with outside partners and governmental agencies to assure compliance with requirements, project management and team leadership.

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| **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** |

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| 75 | N | E | WIC MIS Project ManagerParticipate in project design and requirements development meetings. Work with QA and T&I contractors on the development of the project work plans, schedules, and budgets. Coordinate with WIC Program and Office of Information & Security (OIS) managers regarding program and OIS resources, roles and project tasks.Review QA and T&I contractor tasks and deliverables, and provide edits, comments, and recommendations regarding deliverable approvals. Work with project coordinator to track deliverables and all necessary reviews and revisions.Work with project workgroup leads to assure that action items are completed within deadlines. Identify and initiate corrective action to keep project on track when need arises. Create and maintain project documentation, modifying when necessary.Communicate with the T&I contractor to ensure they have all current information from workgroups on decisions, action items, testing results, etc.Serve on the project Change Control and Change Management Boards and attend the project Executive Steering Committee meetings.Work closely with project leadership and contractors to identify the needs and resources required to assure project success and monitor timely, appropriate completion of tasks. Identify and manage project risks, including mitigation strategies. Work with WIC program managers and project management staff as necessary to create changes necessary to ensure success.  |
| 15 | N | E | Ongoing Work CoordinationAttend MIS project related meetings with both internal and external partners. Supports Program Managers in the coordination of project management activities with both internal and external partners. Collaborates with Program Managers to provide on-site leadership, coaching and coordination of the project to all team members. Assemble and lead meetings with state and local staff as defined in the project work plan as needed. Support the completion of project documents and required reports as required go external and internal stakeholders, partners, and contractors. |
| 5 | N | E | Provide mechanism to obtain feedback from users, senior managers and others on project outcomes and ongoing system performance and solicit suggestions for change. Lead project team meetings and discussions to arrive at consensus. Lead meetings such as joint application design sessions to provide information and determine project requirements as necessary. Provide updates to entities such as steering committees as needed. Represent WIC on committees as necessary. |
| 5 | N | E | Other duties as assigned. |
| At All Times | N | E | Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents, abilities and experiences of others are valued. Consistently treats Tribes, community members, partners, co-workers, vendors, patients and consumers with dignity and respect.Create and maintain an inclusive environment for all staff. Commitment to ongoing personal development on the topics of anti-racism, elimination of health inequities, trauma-informed and resiliency practices, social determinants of health and equity, universal accessibility and development of diverse and inclusive work environments. |

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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.**

This position may be required to report to the designated worksite for monthly in-person All Staff meetings. This position may be requested to report to the designated worksite for other in-person meetings as needed. Whenever possible, a two weeks' notice for these other meetings will be given. Most other duties of this position may be conducted remotely or at the designated worksite. Some overnight travel may be required.

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| **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:**

Functional Requirements Document for a Model WIC Information System (FReD)

Electronic Benefits Transfer (EBT) standards documents:

 Operating Rules

 Technical Implementation Guide

 ANSI Standards

 Universal Interface

USDA regulations

Oregon Revised Statutes

Oregon Administrative Rules

State and Regional policies

Oregon WIC State Plan

WIC Program Policy and Procedures

Vendor Guide

Detailed Functional Design Document (DFDD)

WIC Training Manual

Department of Human Services (DHS) standards for data system operations and security

Knowledge of project management standards and practices

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

This position refers to these guidelines for guidance, workflow and decision making to ensure that the WIC Management Information System and the future web-based management information system: complies with standards for administering the WIC program; meets the business needs of State and local WIC staff; complies with State’s approach to project management.

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| **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?** |

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| TWIST to Web project T&I and QA contractors | Phone, e-mail, meetings | TWIST to Web project implementation  | Daily |
| EBT Contractors | Phone, e-mail, meetings | EBT maintenance and support issues  | As needed |
|  |  |  |  |
| OHA/Policy Staff | Phones, Meetings, E-Mail | Project regulation / performance requirements | As Needed |
| USDA Staff | Phones, E-mail | Project/report requirements | As Needed |
| USDA-FNS staff | e-mail, phone, meetings | Coordinate on the EBT project | As needed |
| OHA– OIS staff | Phones, Meetings, E-Mail | Project technical issues | Daily |
| State WIC Staff | Phones, Meetings E-mail | Project work, on-going TWIST issues, data reports, resource management | Daily |
| Local Agencies | Phones, Meetings, E-Mail | System specifications and performance; seeking input on project development, needs assessment/evaluation | As needed |
| Other OHA staff | Phones, Meetings, E-Mail | System-related issues | As needed |
| Other State WIC agencies | e-mail, phone, in-person | Information  |  |
| Other interested parties | Phones, Meetings, E-Mail | As issues arise. | 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:**

For the TWIST to Web Project: Makes procedural, scope and project plan decisions affecting the outcome of the project. Makes decisions about who should come to which meetings, and how communication and coordination should happen among internal workgroups and external partners related to the project.

For the rest of the work: Makes procedural, scope and project plan decisions affecting project outcomes. Makes day-to-day decisions about data system operations. Makes decisions that affect the project and enhancements to be undertaken, priorities, and outcomes, and operation of the project and the quality and scope of the system. Makes decisions that affect the ability of the Department to deliver its programs and perform its mission. Makes decisions that directly impact budget and cost benefit of projects.

This position’s project decisions have the potential to negatively impact the agency’s ability to deliver the new WIC Web-based system used to administer the State’s WIC program to 111,000 citizens and used by over 500 WIC vendors.

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| **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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| Principle Executive Manager D | #0000036 | Reviews project progress, project direction, quality of output, and work contact results.  | Weekly or as needed | To ensure successful data team operations and project planning and execution |
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| **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 |

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| **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.**

Desired competencies:

Knowledge of systems development and project management and the related skills required to manage a data development project. Completion of the State’s Project Management program is highly desirable.

Experience planning and managing support activities in a rapidly changing technical and business environment.

Ability to manage multiple projects and enhancements at once.

WIC experience is highly desirable.

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| **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. |

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| SECTION 12. SIGNATURES |
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| Employee Signature |  | Date |  |
|  |  |       |  |
| Supervisor Signature |  | Date |  |
|  |  |       |  |
| Appointing Authority Signature |  | Date |  |