**CLASS SERIES CONCEPT AND ACCOUNTABILITIES**

The Medical Health Services Administrator sets the direction, goals, and objectives of all institutional medical, dental, and specialty care health services for a State agency with a standard of care consistent with the services available within the community. Positions provide clinical supervision and direct the health services provided by clinical professionals as they relate to medical care and treatment.

**TYPICAL JOB DUTIES**

Determine, formulate, and authorize policies and provide the overall direction of an agency or large division within the guidelines set by executive order, the Governor, or a board of directors. Provide reports and testimony to legislative committees. Plan and direct operational activities at the highest level of management with the help of subordinate clinicians and managers.

Develop and prepare long-term strategic objectives. Determine strategic plans that outline the mission, vision, and high-level goals for an agency or large division.

Direct the administration of agency programs and set the quality of services provided.

Oversee the division budget development and forecast additional funds needed for staffing, equipment, materials, and supplies. Control amounts expended from the budget(s), allocate resources, and monitor performance. Authorize redistribution of available resources to meet changing program needs.

Direct agency healthcare operations and ensure access to triage, medical and dental health clinics, diagnostic produces, medication administration, diagnostic procedures, emergency services, hospitalizations, infirmary care, hospice care, operation of sick call, acquisition of specialty services, emergency services, hospitalizations, medical related transfers, and medical records.

Develop and establish acceptable service delivery levels and a continuous quality improvement program. Direct medical audits and statistical data analysis to ensure patient care meets expected standards.

Establish appropriate methods for the accountability of all medications and clinical instruments.

Initiate measures to educate staff and inmates on the spread of communicable diseases prevention, investigate disease outbreaks, and takes appropriate action to limit the spread of disease.

Collaborate with community partners and county, state, and federal officials on medical issues impacting institution operations.

The accountabilities and job duties are characteristic of the type and level of work associated with these classes. Individual positions may do all or some combination of the accountabilities and job duties listed, as well as other related responsibilities.

**DISTINGUISHING FEATURES**

This is a three-level classification series.

Administrators are accountable for preparing long-term (three to five year) strategic objectives, and authorizing policies and plans covering an entire agency. Administrators determine strategic plans which outline the mission, vision, and high-level goals.

**Administrator 3**

Positions at this level are typically found only in the largest agencies and administer the largest, most impactful programs throughout the State of Oregon. At this level, employees work closely with the agency head, Governor’s Office, Legislature and other key agency stakeholders in the establishment of the agency’s overall policies, goals, and priorities.

**Administrator 2**

Positions at this level administer resources and operations and achieve outcomes through management of diverse mid-level managers. At this level, employees manage divisions or units that are diverse in function and represent a significant portion of the agency’s operations. Typically manage major programs for large to mid-sized agencies, or manage portions of major programs within the largest agencies.

**Administrator 1**

Positions at this level administer agency operations through the management of lower level managers or a team of mid to upper-level professionals. Typically manage divisions or units that are related in function and have considerable latitude to change the scope of operations and develops and implements policy changes. May report to a higher level administrator.

**EXPERIENCE AND EDUCATION**

**Administrator 3**

Nine years of management experience; OR six years of management experience and a Bachelor’s degree in a related field.

**Administrator 2**

Seven years of management experience; OR four years of management experience and a Bachelor’s degree in a related field.

**Administrator 1**

Five years of management experience; OR two years of management experience and a Bachelor’s degree in a related field.

**ENTERPRISE COMPETENCIES**

Oregon State Government has established a set of enterprise-wide values and competencies to inform what characteristics and behaviors to seek in managers.

Administrators should have a proficiency of proficient- to advanced-level for the enterprise competencies below:

**•** Communication

• Innovation

• Intentional Engagement

• Mentoring and Developing People

• Stewardship

• Business Acumen

For more information on the enterprise competencies and proficiency levels visit https://www.oregon.gov/das/HR/Documents/mgr\_comp.pdf.

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Adopted: