

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

The Equity & Inclusion 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 partners 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.

The Equity and Inclusion Division of OHA is leading on behalf of OHA and the state of Oregon the most ambitious, equity centered health system transformation in the nation. Working with diverse communities, all divisions of the agency and the statewide health delivery system, including Medicaid, the Oregon State Hospital and Public Health to eliminate health gaps and health inequities by 2030. Promoting optimal health for all people in Oregon, the Equity and Inclusion Division provides subject matter expertise in equity, inclusion, social justice, anti-racism and anti-oppression to make measurable progress in improving the health of all Oregonians. As of September 2023, the division is organized into four sections:

(1) Civil Rights, Learning & Inclusion (including civil rights processes for employees - internal) and the public (external), training-related strategic initiatives, workforce equity and inclusion, affirmative action/EEO);

- (2) Equity & Policy (including Developing Equity Leadership through Training and Action (DELTA), Regional Health Equity Coalitions (RHEC), Cultural Competence Continuing Education (CCCE), Traditional Health Worker Program (THW), Healthcare Interpreter Program (HCI), Health Equity Innovation & Implementation (HEII), and Behavioral Health Equity (BHE));
- (3) REALD & SOGI (including demographic data collection in the health delivery and public health systems, research and data analysis, data justice and community engagement); and
- (4) Business Support (including operations, communications, project management, quality improvement, facilities, and office administration)

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:

- Manages the Equity and Policy Section, encompassing both physical and behavioral health, made up of 30 FTE and six units including higher level program managers and policy/program analysts, program manager/coordinator. In addition, manages several volunteers serving on state-wide and mostly legislatively mandated commissions, councils and committees, within the Equity and Inclusion (E&I) Division
- Manages and provides oversight for six units including multiple programs, seven of which are legislatively mandated functions/programs
- Leads the development and implementation of policies, strategies, and programs in collaboration with a broad range of both internal and external partners and Coordinated Care Organizations (CCOs) to eliminate avoidable health inequities and improve health outcomes for all people in Oregon
- Provides leadership and coordination of initiatives, working with critical partners both internal to OHA and external, and acting as a primary point of contact for community and industry partners
- Supports the enterprise-wide efforts of OHA leadership, management and program staff to partner with community members and organizations and through consultation, training and other supports, develop strategic and achievable policies and practices to eliminate health inequities
- Provides leadership in developing multi-divisional, multi-agency and multi-sectoral collaborative efforts for engagement and capacity building for OHA's priority populations
- Manages/directs policy papers, reports to the legislature, needs assessments, supervision of a multi-disciplinary team, reporting, resource distribution, contracts/grants oversight, and assures accountability to the Oregon Health Authority, state, and federal agencies
- Leads the preparation of biennial and interim budgets, and identifying priorities

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	<p>Section Management and Program Oversight</p> <p>Develops, implements, monitors, and revises, as necessary, policies, procedures and resources for Equity and Policy section operations and the E&I Division.</p>

Oversees, directs and manages day-to-day operations of six units including multiple programs, seven of which are legislatively mandated.

Six Units:

1. Traditional Health Workers
2. Health Care Interpreters and Language Access
3. Regional Health Equity Coalitions
4. Behavioral Health Equity
5. Health Equity Innovation and Implementation (1115 Waiver, CCO Contract accountability, Healthier Oregon Program)
6. Developing Equity Leadership through Training and Action (DELTA)

Oversees statewide appointed advisory bodies, including legislatively mandated commission, council and committees:

1. Traditional Health Workers Commission
2. Health Care Interpreters Council
3. Cultural Competency Continuing Education Advisory and Review Committee
4. DELTA Advisory Committee
5. Health Equity Committee
6. Health Equity Investment Oversight Committee

Leads and implements plans and strategies to ensure accountability for high standards of performance, appropriate allocation of resources and maintenance of policies, procedures, and guidance necessary to implement programs efficiently and effectively.

Provides complex program direction to staff with respect to program implementation and evaluation of programs including development of program standards and metrics.

Manages and guides the workplans, milestones, activities and monitors program outcomes to assure program integrity and compliance with state policies and procedures, laws and rules.

Oversees health equity workforce development and implementation of legislatively mandated certification and credentialing process.

Manages collection of certified workforce data through statewide public facing database Registries.

Works closely with the E&I Division Civil Rights, Learning and Inclusion Section and the Department of Justice, OHA Legal Counsel, to ensure timely response to complaints and

			<p>grievances related to programs within Equity and Policy Section.</p> <p>Coordinates programs, updates, and reports (successes, challenges and barriers) for annual State Plan Amendment/CMS Waiver, OHA leadership/divisions, CCOs, state and federal agencies, legislators, and community partners.</p> <p>Works with E&I Division section directors and their teams to collect and analyze data, implement community engagement strategies and manage sponsorships, communications and web presence.</p>
20%	R	E	<p>Policy Planning and Legislative Strategy</p> <p>Establishes, in concert with the E&I Division Executive Leadership Team, a framework for achieving equity in legislative and policy processes and outcomes for the division and the agency; facilitates implementation of this framework and monitors progress.</p> <p>Ensures coordination of agency-wide and state-wide plans and activities that address institutional bias, health inequities, and health gaps.</p> <p>Leads development of tailored strategies focused on culturally and linguistically diverse communities designed to eliminate health inequities.</p> <p>Monitors implementation, evaluates outcomes, and regularly communicates progress and gaps.</p> <p>Appoints, convenes, and manages workgroups, as necessary.</p> <p>Develops and implements statutorily mandated policies, procedures and program priorities.</p> <p>Develops and implements plans and strategies to inform internal OHA policies, state-wide policy and practices on health equity.</p> <p>Coordinates integration of equity concepts and tools with the ongoing operations and key initiatives of the division and agency.</p> <p>Advises, consults, problem-solves with, and provides leadership to OHA divisions and other major work units in developing workplan/activities to address inequities.</p>

			<p>Develops and implements plans and strategies that effectively engage and empower community members from OHA's priority populations to inform internal OHA and state-wide health policies and practices.</p> <p>Supports and participates in the enterprise-wide efforts of OHA in Quarterly Performance Review and Strategic Plan process.</p> <p>Guides policies and strategies in Oregon's Health System Transformation and Coordinated Care Organizations.</p> <p>Leads development of equity policy framework and strategies to inform Health System Transformation in consultation the legislature and statewide advisory bodies.</p> <p>Oversees the planning, development, implementation and evaluation of Coordinated Care Organizations - CCO 2.0 policies, strategies, data, reporting requirements and tracking of outcomes. Coordinates development and integration of health equity requirements in CCO Contracts.</p> <p>In consultation with the E&I Division Executive Leadership Team, the OHA Government Relations and legislative champions, oversees the division's policy agenda through the statewide legislative process.</p> <p>Partners with the E&I Division's Operations Section and Central Services Fiscal Analyst on supporting internal division-wide legislative processes, including bills prioritization, assignment and analysis.</p> <p>Identifies, assesses, monitors pertinent bills during the legislative session, and supports rulemaking processes.</p> <p>Acts as a champion for the division to collaborate with E&I executive leadership and management teams on development of legislative concepts, bill analysis, fiscal analysis, testimonies to legislators, policy option packages and legislative reports.</p> <p>Works with OHA Government Relations to coordinate E&I Division response and technical assistance to legislative requests from Governor's Office and legislators.</p> <p>In consultation with the E&I Division's Rulemaking Coordinator, the ODHS-OHA Rules Coordinator, and the OHA Director's Office, oversees and guides rulemaking for Equity & Policy section programs.</p>
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15%	R	E	<p>Staff Hiring, Supervision and Development</p> <p>Leads recruitment for the office of the Equity & Policy Section Director, defines staff positions and roles, supervises staff and creates a working environment which encourages all employees to achieve their full potential within the section.</p> <p>Supervises staff in the section to ensure appropriate planning and effective implementation of work.</p> <p>Provides supervisory and director functions by planning of individual managerial and employee development, evaluating performance of employees within the section.</p> <p>In consultation with the E&I Division Director and OHA Human Resources staff, directs personnel actions, resolves grievances and takes appropriate action in the section.</p> <p>In response to statutory, budgetary, or policy requirements, plans, oversees approved staffing changes, classification, compensation or other workforce adjustments in the section.</p> <p>Helps managers and staff in the section create a biennial work plan to achieve equity outcomes through community engagement, and transparent, responsive relationships OHA's priority populations and E&I Division and OHA leadership.</p> <p>Organizes managerial and staff work plans in the section to ensure implementation, monitoring, and evaluation of priority strategies to eliminate racial, ethnic and other population-based inequities and health gaps.</p> <p>Directs and supports section managers and staff for timely completion of deliverables.</p> <p>Directs and supports staff in the section to facilitate partnerships with OHA's priority populations and promote equity through community engagement, program design strategies, public policy change, and implementation.</p> <p>Directs the process and ensures that managers and staff in the section track and communicate the results of program efforts including implications for and changes in public policy and practice.</p>
15%	R	E	<p>Fiscal, Grants and Contracts Oversight</p> <p>Works closely with the Division's Executive Leadership Team and the Central Services Fiscal Analyst to provide direction and leadership in the preparation of biennial and interim budgets and ensures financial sustainability of the Division.</p>

			<p>Provides leadership to effectively assigning resources necessary to carry out equity and inclusion goals and objectives in the agency and state.</p> <p>Monitors revenues, resources allocation, and program expenditures.</p> <p>Identifies priorities and develops budgets for additional resources for program expansion, new recruitment and new projects.</p> <p>Identifies needs for contracts and grants and manages the procurement process and oversight of grants and contracts.</p> <p>Acts as Contract Administrator and provides leadership to multi-divisional and multi-agency grants and contracts.</p> <p>Directs and monitors the work of external consultants/contractor in specific division, agency and state-wide equity promotion projects.</p>
10%	R	E	<p>Representation, Technical Assistance and Consultation</p> <p>Serves as a spokesperson for Equity and Policy Section programs and priorities to various audiences such as health care organizations, physical and behavioral service providers and legislative decision-makers. Serves on interagency committees and task forces as determined by the agency and E&I Division Director.</p> <p>Provides complex program and policy consultations and leadership with respect to state-wide CCO contracts, policies, strategies, data, reporting requirements and tracking of outcomes.</p> <p>Provides technical assistance and training to inform health care professionals, state and federal agencies, legislators, appointed officials, consumers, racial and ethnic community leaders and the community-at-large on health equity.</p> <p>Provides recommendations to and share expertise with national government agencies, such as Center for Disease Control (CDC) and Government Accountability Office (GAO), national organizations/associations, such as National academy for state health policy (NASHP) National Governors Associations, Families USA, foundations, and private companies on Oregon's health system transformation models of care.</p> <p>Provides consultations to interested partners, state program staff, local agencies, community-based organizations and</p>

			<p>legislative champions to assist them in setting up health equity programs; developing policy, implementing culturally and linguistically responsive delivery system; improving program outcomes through partnerships with community-based organizations.</p> <p>Responds to requests from interested partners for information and ensures timely posting of information, including information under the Public Meeting Laws, about programs, meetings on E&I website.</p> <p>Attends and present at conferences locally and nationally.</p>
10%	R	E	<p>Partnership and Collaboration: Internal and External</p> <p>Leads partnerships and collaborative work to build capacity and advance health equity policy and program integration.</p> <p>Partners with other OHA divisions, state, regional and national stakeholder groups, Coordinated Care Organizations (CCOs), public health systems, and community-based organizations to collectively identify trends and strategies that impact program, enhance policies and improve operations and outcomes.</p> <p>Collaborates with OHA leadership, state leadership, and OHA's Behavioral Health Division on behavioral health issues, peer delivered services, Regional Behavioral Health Coalitions, state plan amendment, Center for Medicaid waiver processes and health equity workforce payment mechanisms.</p> <p>Works with OHA's Health Policy and Analytics Division to develop policies, strategies and language for CCO contracts, including accountability in the health delivery and Medicaid systems.</p> <p>Partners with OHA's Tribal Affairs Director and staff to coordinate Tribal specific programming, grants, contracts, training programs and legislative work.</p> <p>Works with communities and community-based organizations across the state including the Regional Health Equity Coalitions, initiates projects, and negotiates funding agreements for health equity capacity building efforts.</p> <p>Establishes and maintains ongoing working partnerships with statewide appointed commissions, councils and committees, local and county governments, state agencies, national and federal agencies.</p>

			Collaborates with CCOs across the state to identify challenges and successes, managing accountability in integrating health equity.
Always	N	E	<p>Demonstrates recognition of the value of individual and cultural differences; create a work environment where talents and abilities are valued. The holder of this position will consistently treat customers, stakeholders, partners and co-workers with dignity and respect.</p> <p>Serves as a key advisor to and support for the E&I Division Executive Leadership Team and Division Director to ensure optimal overall performance of the division-wide team, including serving as backup to the Division Director as needed.</p> <p>Serve as key advisor to the OHA Director, Division Directors, executive teams and equity advancement committees, in the planning and implementation, monitoring and evaluation of strategies that promote equity in service delivery and health reform to eliminate health inequities.</p> <p>Represent and speak for the OHA Director on statewide committees and task forces relating to health equity in OHA programs and service delivery.</p>

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 is based in Portland where the division’s office is located. The work can typically be conducted remotely with full access to needed operating systems and technology, however at least 1-2 times per month and as requested, the position is required to work in the office and offsite locations to collaborate with agency staff as well as community partners, commission/council members and grantees. Onsite work occurs in a standard open office environment with no unusual physical demands or exposures. On-site schedule may vary weekly, since this is a management service position, managers are required to report on site as required by changing business needs. Occasional in-state travel may be required to attend meetings, trainings and conferences. Must be willing to learn new technologies as they are introduced into the workplace.

Non-traditional working hours, including working extended hours during peak work periods and legislative sessions, may be required. This position requires the ability to work on multiple tasks simultaneously, sometimes within short and changing time frames and deadlines. The position works frequently with agency and department staff, the public, advocates, local and statewide community planning groups, contractors and interagency professional and high-level state decision makers including governmental executives at all levels of government. Requires adhering of tight and changing deadlines and close coordination of a large number of tasks.

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:

- OHA Strategic Plan
- Discrimination and Harassment-Free Workplace Policy
- Reasonable Accommodation Policy and Procedures
- Equity Advancement Plan / Affirmative Action Guidelines
- State and Federal Laws and Regulations
- Oregon Administrative Rules
- Oregon Revised Statutes
- Department of Administrative Services/Human Resources Rules and policies/procedures
- Collective Bargaining Agreements
- Equal Employment Opportunity policies
- ADA Requirements
- OHA Policies/Procedures
- Organizational development processes
- Adult learning principles
- State Accounting Manual
- Attorney General's Public Records and Meetings Manual

b. How are these guidelines used?

These guidelines are used to assist in formulating policies and establishing priorities and procedures and to establish the parameters for carrying out the duties of this position: Interpreting statutes and rules in implementing and monitoring programs. Identifying and writing needed changes in statutes and Administrative Rules. To provide program administration and staff supervision. To provide the basis for developing new policy directions and evaluating the quality of existing programs. Serve as a basis for decision making and providing recommendations to E&I Division and OHA Leadership, other State Agencies, providers, and the public. Evaluation of proposed projects and to provide technical assistance to programs.

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?
E&I Division and OHA commission, council members and other community members	Attending meetings, email, individual meetings	Convene, develop plans, provide support, provide training and technical assistance, and obtain information	Daily

OHA Management	Attending meetings, email, individual meetings	Convene, develop plans, provide support, provide training and technical assistance, and obtain information	Daily
OHA Director and OHA Executive Leadership Directors	Attending meetings, email, individual meetings	Convene, develop plans, provide support, provide training and technical assistance, and obtain information	As needed
Governor's Office	Attending meetings, email, individual meetings	Convene, develop plans, provide support, provide training and technical assistance, and obtain information	As needed
Legislators, legislative staff, legislative committees	Attending meetings, email, individual meetings	Convene, develop plans, provide support, provide training and technical assistance, and obtain information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Engages with, connects, and advises managers, department leadership, culturally diverse community leaders, and legislators on wide scope of health equity program development and policy options. Develops strategic plans, prioritizes work, coaches staff for success, and develops internal and public policy. Develops agendas and reports for management and the legislature. Provides assistance, health equity consultation to OHA Managers and Supervisors, and staff. Involved in the final decision making of E&I Division program activities. Monitors and evaluates staff and organizational efforts. The effect of these decisions will include OHA improves efforts to eliminate health inequities in program outcomes and helps OHA staff fulfill its mission; establishment of short/long-range strategies and goals which impact organization development efforts and service delivery. Budget recommendations may have significant impact on OHA Director's Office (DO) and OHA operations.

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
Diversity, Equity, and Inclusion Administrator 2	1004132/0000 00028845	In person, in writing, by phone	As needed	Supervisory: General guidance related to priorities consistent with evolving division/agency goals and objectives and annual performance review.

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 8
- How many employees are supervised through a subordinate supervisor? 21
- 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.

- Master level/Advanced degree in Social Work, Social Sciences, Public Health, Human Services, Ethnic Studies or Public Administration preferred, with coursework and training in social justice, dismantling institutional privilege, social determinants of health and equity, community organizing, and policy advocacy preferred.
- In-depth experience applying principles of Equity and Inclusion, ability to lead in equity centered, transformative work, responsive to the needs of people in Oregon.
- Extensive knowledge of health care administration, public health principles, general knowledge of principles and practices of budgeting, accounting, and legislative process.

- Skill in providing expert level technical assistance within and outside the organization, skill in public speaking and presentation, skill in communicating effectively orally and in writing. Skill in writing and analyzing general, statistical and technical reports.
- Demonstrated ability to engage and work effectively with culturally diverse teams and communities, including existing effective relationships with diverse community leaders throughout Oregon.
- Experience convening and staffing community advisory policy boards or commissions. Experience developing and supporting diverse teams, work plans, staff performance feedback strategies.
- Experience developing, implementing, monitoring, and evaluating policies and programs that eliminate health inequities. Experience leading organization development and staff cultural competency development efforts. Experience advancing state and community-based programs on initiatives that promote equity and eliminate inequities.
- Skill in analyzing complex statewide systems, identifying problems, generating alternatives, building consensus, and implementing solutions. Skill in presenting and defending data, research, and administrative studies.
- Familiarity with program development, implementation and evaluation.
- Ability to prepare and deliver presentations before specialized audiences and general public, and to handle sensitive inquiries from and contact with officials and general public.

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
See delegated signature authority	\$500,000.00	

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