

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.

OHA is home to most of the state's publicly supported health programs. OHA divisions include Public Health, Equity and Inclusion, Behavioral Health, Medicaid, Health Policy and Analytics, Fiscal and Operations, and the Oregon State Hospital. The Behavioral Health Division (BHD) encompasses Medicaid and Behavioral Health Programs. Behavioral Health is responsible for the design, development, implementation, monitoring, evaluation, and improvement of publicly funded, community-based addiction and mental health service programs.

Unit/Program Description:

The Office of Behavioral Health Services is organized into three areas of focus: (1) Operations & Strategy; (2) Behavioral Health Programs; and (3) Community-led Collaborative Action. This position is connected to:

- Behavioral Health Deputy who is focused on fostering equity-centered and transformative strategic initiatives across the behavioral health system in collaboration with other members of the director leadership team, as well as operational effectiveness and organizational alignment strategies. Specific teams/units that are a part of this director’s reporting structure are:
 - BH Medicaid, Policy & Planning; Licensing & Certification; Measure 110, Social Determinants of Health; BH Workforce
- Adult Behavioral Health Director whose responsibility includes the full continuum of behavioral health supports for adults. Specific teams/units that are a part of this director’s reporting structure are:
 - Adult Mental Health; Addiction Treatment, Recovery & Prevention Services; Intensive Services; 988 & BH Crisis System

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 primary purpose of this position is to provide administrative, operations, and program support to the Behavioral Health Deputy and the Adult Behavioral Health units, in service to transformative, community-led, and community-owned initiatives and the mission, vision, values and goals of the Oregon Health Authority and the Behavioral Health Division.

This position will be responsible for planning and coordinating meetings, workgroups, and project schedules in support of Director-level management and within the context of more complex, wide-reaching, and urgent operational issues, goals, and strategies. Accordingly, this position’s focus is on facilitating cohesive communication, collaboration, issue resolution, strategic planning, and decision-making. This includes participating in team meetings and assuming responsibility for the completion of follow up, which involves researching, analyzing, evaluating, collecting, organizing, assembling, preparing reports, incorporating information for special projects, making recommendations for action, and implementing recommendations approved by leadership. Examples of special projects include monitoring and researching activities being taken to address internal and external audit site visits and findings, co-designing, and organizing collaborative teaching-learning forums for the Office of Behavioral Health and tracking and synthesizing grant solicitation and funding distribution across all Behavioral Health programs.

This position will also assist in the design, implementation, and sustainability of key initiatives and projects by developing and updating spreadsheets and tracking tools through iterative validation with key stakeholders and executive sponsors and with the aim of research and data synthesis, assessment, and comprehensive documentation. Essential to these activities is the focus on interpreting and evaluating laws, rules, policies, procedures to assure operational alignment and compliance. In order to solicit and synthesize critical information and insights related to near-term and long-term operational strategy and goals, this position will act as a liaison within and across units, OHA divisions, Federal agencies, and community providers, councils, and individuals with intent to identify issues and challenges, help negotiate solutions and process improvements, and spread best practices.

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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All the time	NC	E	<ul style="list-style-type: none"> • Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents and abilities are valued. • Create and maintain a work environment that is respectful and accepting of diversity. • Work to further OHA's mission to eliminate health disparities in Oregon by 2030.
20%	NC	E	<p>Work with the unit manager to set, document, monitor and refine Business Processes. Assist the Unit to regularly review workflow and look for opportunities for improvement.</p> <ul style="list-style-type: none"> • Works with individual teams to document, research and implement process improvement ideas. Monitor those ideas and work with the team and the manager to determine if the ideas should be implemented permanently, revised or repealed. • Documents and supports workflow improvement opportunities related to overarching planning, communication, integration and issue escalation across all programs and projects in the purview of the Behavioral Health Deputy and Adult Behavioral Health teams.
30%	NC	E	<p>Administrative Research, Analysis & Evaluation:</p> <ul style="list-style-type: none"> • Develops procedures, systems and forms necessary to complete work and ensure efficient flow of information, workflow, delivery of services. • Coordinates and audits processes, efficient flow of documents and requests requiring action, making sure that deadlines for analysis, approval and final actions are met. • Monitors and analyzes processes, protocols, and procedures for compliance. • Establishes and maintains technical manuals, directives and procedures. Writes instructional manuals describing procedures and requirements for use by staff, agency clients, and/or public. • Interprets and evaluates laws, rules, policies, procedures to assure operational alignment and compliance; connects with policy analysts and subject matter experts to share concerns and suggestions. • Tracks due dates and assists with the coordination of timely response and appropriate action by the Behavioral Health Deputy, Adult Behavioral Health Director, and the team's policy analysts and subjectmatter experts in enacting policy change through the RulesEquity revision process. • Participates in team meetings and assume responsibility for the completion of follow up, which could involve researching, analyzing, evaluating, collecting, organizing, assembling, and incorporating information for special projects.

			<ul style="list-style-type: none"> Acts as a liaison within and across units, OHA divisions, Federal agencies, and community providers, councils, and individuals with intent to identify issues and challenges, help negotiate solutions and process improvements, and spread best practices.
25%	NC	E	<p>Project Management and Monitoring Assistance:</p> <ul style="list-style-type: none"> Provides project management assistance on key initiatives sponsored or led by the manager. Develops and updates spreadsheets and tracking tools through iterative validation with key stakeholders and executive sponsors with the aim of research and data synthesis, assessment, and comprehensive documentation. Sends electronic reminders to project team members about task deliverables. Establishes and facilitates the set-up and structure of collaboration tools and sites (e.g. MS Teams channel/folders) in response to program/project needs. Conducts initial review to evaluate timely submission, accuracy, and thoroughness of project team deliverables. Escalates issues related to any of the above to the Director and/or project lead if there are concerns about meeting deadlines or if barriers are identified related to completing key deliverables.
20%			<p>Administrative Support:</p> <ul style="list-style-type: none"> Plans and coordinates meetings, workgroups, and project schedules in support of Director-level management and within the context of more complex, wide-reaching, and urgent operational issues, goals, and strategies. Coordinates meetings and takes notes as requested by members of the team, including documentation of decisions, issues, risks, opportunities and next steps. In conjunction with the Director, tracks due dates and organizes the process for the Director to conduct employee performance reviews in accordance with HR policies.
5%	NC	NE	Other duties as assigned.

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.

General office environment with no unusual physical demands or exposures. This position requires extensive work with personal computers, printers, copiers, scanners, fax machines, telephone systems, projectors, virtual meeting software, and other business/office machines.

Most work has deadlines and is subject to fluctuating workloads and priorities with highly complicated, sensitive, and/or political issues. Occasional in-state travel. Occasional evening and/or weekend work may be required to meet the operational needs of the division.

Must be able to respond effectively to verbal instruction and coaching and work collaboratively in a team environment.

Open office environment or virtual environment with frequent interruptions. Multiple communication streams including email, instant message, and cell phone. Travel throughout the state as needed. This work may be performed remotely (with the expectation and agreement that agency’s business and operational needs may require in-person) within the defined workweek, utilizing on camera virtual meetings.

These are daily conditions.

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 Regulations (including but not limited to Medicare and Medicaid regulations and Health Insurance Portability and Privacy Act)

Oregon Revised Statutes

Oregon Administrative Rules

Federal laws, rules and funding requirements relating to mental health, alcohol and other drug treatment plans and services;

OHA/Coordinated Care Organization Contracts

State laws, rules, and contract requirements relating to behavioral health services

Departmental and office policies and procedures;

Local requirements as appropriate.

Trauma Informed Approaches.

b. How are these guidelines used?

These laws, policies, regulations, and guidelines are used to govern operations, improve health care services and are used to satisfy the Oregon Health Authority’s triple aim – better care, better health, lower costs.

These guidelines are used to ensure all administrative and business functions are transacted according to appropriate laws, rules, policies, and establishing priorities and procedures, and to establish parameters for carrying out the duties of this position.

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?
Consumers and persons with lived experience	Virtually, telephone, in person, email	Listen to identify opportunities to improve services and programs to create a simple, meaningful and responsive system	Daily, Weekly

BHD Staff, Medicaid Providers and representatives, other State Agencies, Centers of Medicare and Medicaid Services, Other DHS Staff Members, State Personnel, the Public, Legislative staff, Attorneys, News Media and Professional Associations	Virtually, telephone, in person, email	Scheduling; provide information about projects, boards and committees, BHD, and the OHA; handle specific requests for information and/or documentation; and refer to appropriate BHD BHD or OHA staff person as needed. Interpret and explain new and existing processes and procedures.	Daily/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:

- Always determine the impact of programs, policies, operations, budgets, and all other aspects of the program on health equity. Ensure decisions prioritize the equitable distribution or redistribution of resources and power and recognize, reconcile and rectify historical and contemporary injustices.
- Daily decision in the organization, prioritization, and time management of assigned duties within deadlines, making recommendations to unit Director and team on areas needing additional evaluation.

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
BH Policy Administrator 2	1013913	Informal staff meetings and/or individual meetings	Varies as needed, daily, weekly, monthly	Input and exchange of information. Review of work, projects, and function of the position.

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
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- 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.

This job requires one to:

1. Have a valid driver's license and a good driving record or provide an acceptable alternative method of transportation.
2. Can demonstrate advanced Microsoft Excel, Word, PowerPoint, TEAMS, Outlook skillset.
3. Organizational and time management skills commensurate with the detailed and complex development process. Use mathematics to solve business problems.
4. Give full attention to what other people are saying, take time to understand the points being made, ask appropriate questions, and not interrupting at inappropriate times.
5. Talk to others to effectively convey information.
6. Communicate effectively in writing as appropriate for the needs of the audience.
7. Analyze information and evaluate results to choose the best solution and solve problems.
8. Observe, receive and otherwise obtain information from all relevant sources.
9. Identify the underlying principles, reasons, or information facts by breaking down information or data into separate parts.
10. Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
11. Teach others how to do something.
12. Understand the implications of new information for current and future problem-solving and decision-making.
13. Monitor and review information from materials, events, or the environment to detect or assess problems.
14. Develop constructive and cooperative working relationships with others and maintain them over time.
15. Encourage and build mutual trust, respect, and cooperation among team members.
16. Translate or explain what information means and how it can be used.
17. Establish long-range objectives and specify the strategies and actions to achieve them.
18. Use computers and computer systems to set up functions, enter or compile data, or process information.

- 19. Apply general rules to specific problems to produce answers that make sense.
- 20. Combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events.

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

Apr 4, 2023

Date