



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
08/05/2026

Agency: Oregon Health Authority

Division: Behavioral Health 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: BH Policy Manager 2
- b. Classification No: X7054 c. Effective Date: _____
- d. Position No: 1000055
- e. Working Title: Adult Residential and Extended Care Management Manager
- f. Agency No: 44300
- g. Section Title: Office of Behavioral Health Services
- h. Employee Name: Vacant
- i. Work Location (City — County): TBD
- j. Supervisor Name: Samantha Byers
- 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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution

or redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities. The Behavioral Health 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.

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.. Behavioral Health is responsible for the design, development, implementation, monitoring, evaluation, and improvement of publicly funded, community-based addiction and mental health service programs.

- 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 strategic, operational, and people leadership for the Behavioral Health Division’s Adult Residential and Extended Care Management team. As a key member of the Adult Behavioral Health leadership team, the position turns statewide priorities into policies, programs, and practices that strengthen and advance the Oregon Health Authority’s mission, values, and goal of eliminating health inequities.

The manager is accountable for policy development and implementation, program and contract oversight, budget and resource stewardship, performance monitoring, quality improvement, and supervision of the Adult Residential and ECMU team. The position uses data, community input, and clinical and operational expertise to assess system performance, address disparities, guide investments, and recommend changes to executive leadership, the Governor’s Office, legislators, and other decision-makers. Through inclusive leadership and a commitment to health equity, the position develops staff, strengthens accountability, and helps build a residential system that supports recovery, community integration, stability, and long-term well-being.

This position leads the development and ongoing transformation of an innovative, equitable, and accountable adult residential treatment continuum. The manager is responsible for ensuring that individuals receive the level of care that best meets their needs and can transition safely and efficiently from the Oregon State Hospital, community hospitals, and other higher levels of care to less restrictive, community-based settings. Using a clinical and systems-level lens, the position establishes clear pathways across levels of care, promotes person-centered and trauma-informed services, and works to ensure access to appropriate mental health and substance use disorder treatment throughout the continuum.

The position also provides executive leadership and oversight for the Extended Care Management Unit (ECMU), which works with individuals, providers, Community Mental Health Programs, the Oregon State Hospital, and other partners to identify and resolve barriers to timely discharge. This work includes focused support for individuals under Aid and Assist and Guilty Except for Insanity legal statuses, including those identified as ready for community placement. The manager evaluates program performance, improves policies and operational processes, and drives timely, safe, and sustainable transitions while ensuring compliance with state and federal requirements.

Success in this role depends on building strong, trusted partnerships across complex systems. The position collaborates with the Oregon State Hospital, Community Mental Health Programs, Coordinated Care Organizations, Adults and People with Disabilities, residential providers, hospitals, people with lived experience, Tribal governments, community-based organizations, advocacy partners, and state and federal leaders. The manager also works across OHA divisions and with the Child, Family and Lifespan Behavioral Health unit to support continuity of care across the lifespan, including services responsive to the developmental needs of young adults ages 18 through 25.

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
35%	R	E	<u>Policy Development/Implementation:</u> Directs all activities of the BHD’s Adult Residential and Extended Care Management unit by developing and equitably implementing policies, procedures and program priorities consistent with policy established by the Governor, OHA

Executive Leadership, Oregon Revised Statutes and Administrative Rules regarding Behavioral Health, Federal law and the 1115 Medicaid waiver and determining the most equitable and effective utilization of resources to carry out goals and objectives.

Has overall accountability for policy and program development, design and implementation for Behavioral Health policies related to Adult Residential and Extended Care Management operations.

Using OHA's core values – including health equity – as a guide, this position determines or recommends program policy by analyzing and interpreting statewide statutes, rules, policies, directives, and practices as well as constitutional and federal laws and regulations, and judicial branch issues.

Recommends approval to State Behavioral Health Director and Adult Behavioral Health Director of requests for revisions to behavioral health systems impacting the target population assessing the impact of proposed policy on the equitable provision of services to clients and system stakeholders; and determining the resources necessary to implement such policy in order to ensure the equitable efficient and effective provision of services.

Represents BHD, Adult Mental Health Services Unit by participating in or coordinating interagency or interstate committees and task forces.

Addresses professional organizations and citizen groups to advocate and to explain policy and understands the needs of target populations served.

As a member of BHD's leadership team, helps establish the vision, goals, metrics and objectives for the program. Sets program priorities and goals for the Adult Behavioral Health Unit, by evaluating the needs of target populations and assessing the availability of human, fiscal and equipment resources in order to implement policy equitably and effectively.

Holds experience in and demonstrate understanding of the role of the Adult Behavioral Health Unit as it relates to advancing health equity and addressing systemic health disparities. Must apply trauma-informed practices and cultural competence, and have experience in developing,

			implementing policies and programs that promote equity and reduce disparities. Demonstrates understanding and applying principles related to health equity. Demonstration of effective delivery of culturally responsive and inclusive services, including evidence of ongoing development of personal cultural awareness and humility. Ensures the unit's goals complement and enhance the program and Department's goals and objectives. Establishes and leads community engagement efforts and external and internal stakeholder groups in support of planning efforts for statewide adult mental health services programs and policies, including stakeholder policy groups, community-based organizations, advocacy groups and state leadership or technical groups. Leads effort to synthesize competing interests into a comprehensive plan to develop this statewide policy, including identifying needs, priorities and solutions for the state. Link the plan to future federal and state funding decision.
10%	R	E	<u>Budget:</u> Directs, reviews and may approve the preparation of the Adult Mental Health Services Unit's biennial and interim budget requests by determining priorities among requests from reporting staff and explaining the needs for additional resources to appropriate parties such as the Governor, OHA Executive Leadership and/or the Legislature in order to obtain the resources necessary to implement programs. Manages the section's administrative budget and position authority and ensure staffing stays within that authority. Prepares administrative budget requests, projecting resource needs as a result of new or revised requirements or initiatives.
35%	R	E	<u>Program and Contract Oversight/Administration:</u> Directs and oversees the administration of contracts and programs and evaluates the quality of services provided through review of reports and/or statistical data and conferences with reporting staff; Responsible for:

			- authorizing redistribution of available resources to meet changing program needs; - resolving conflicts between reporting staff on areas of shared responsibility; - establishing reporting relationships and administrative controls over program or support operations; - coordinating activities with other agencies or divisions thereof in areas of mutual concern in order to ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations; - planning and facilitating various meetings with Adult Mental Health Services programs leadership and OHA representatives. - facilitating inclusive procurement processes to support implementation of Governor's Executive Order 18-03, to increase the number of vendors doing business with OHA who are minority-owned, women-owned, service disabled veteran-owned and emerging small businesses
20%	R	E	<u>Supervision:</u> Exercises the overall scope of management leadership and responsibility over the Adult Residential and Extended Care Management Unit: - Interview applicants; hire/or recommend hiring and other personnel actions. - Evaluate staff job performance through regular reviews, work plans and performance evaluations. - Plan, assign, direct, and review managerial/staff work - Take progressive action to correct staff performance deficiencies and effectively recommend disciplinary actions up to and including dismissal. - Provide direction in preparation of HR responses to employee grievances. - Provide resources for staff orientation and training. - Set staff/unit goals and performance measures to monitor quality assurance, program integrity/compliance and evaluate operational processes involving the medical case management program. - Model inclusive and equitable recruitment, onboarding promotion and management practices to support advancement of OHA Affirmative Action Plan goals. Responsible for the overall strategies to ensure employee training, development, and career opportunities Prepares various reports, correspondence and position papers. Conducts and/or attends meetings and conferences and, where applicable, serve as a primary appointing authority.

At all times	R	E	Align Conduct with OHA’s Values and 2030 Strategic Goal • Demonstrate awareness, understanding and alignment in service delivery with the OHA Core Values of Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency. • In addition to the cultivation of equitable practices across all aspects of the position description, learn and apply knowledge and skills to interrupt systemic racism and oppression of groups most impacted by historical and contemporary racism and social injustices; Invite and facilitate the equitable distribution or redistribution of resources and power. • Lead and recognize the value of individual and cultural difference; demonstrate evidence of ongoing development of personal cultural awareness and humility; create and foster an inclusive work environment that is respectful and accepting of diversity and where talents and abilities are valued. • Contribute to a positive and productive work environment; perform all duties in a safe manner; and comply with all policies and procedures. • Model professional behavior. Interrupt and report inappropriate behaviors, especially those in violation of policy; take proactive action, facilitate reparation, promote restorative justice, and support healing and dignity for those who experience harm. • Model a commitment to and actively influence and shape OHA’s 2030 goal of eliminating health inequities; establish awareness, understanding, and application of principles related to creating and sustaining culturally responsive, anti-racist, inclusive, and trauma-informed services, approaches, policies, and practices. • Hold awareness and be attentive to the direct and indirect accountabilities and opportunities within the Medicaid Division to positively impact and influence the goals, strategies, actions, and measures outlined in OHA’s strategic plan (2024-2027). • Use language that promotes equity, engagement, asset-framing, and power-sharing; when crafting written content or correspondence, reference and adhere to equity-centered communication guidelines outlined in the ODHS/OHA Writing Style Guide.
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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 is visible to agency and department staff, to the public, to advocates, local and statewide community planning groups, contractors and to interagency professional and high-level state decision makers to include governmental executives at all level of government

This position requires the ability to manage and navigate in a stressful environment, such as meeting workload needs with limited staff and budget resources, conflicting priorities, frequent work outside of normal working hours, and frequent contact with executives at all levels of state and federal government, providers and provider associations, other state agencies and members of the Legislature. This position involves frequent interruptions, travel in and out of the state is expected Must be able to exercise respectful public relations practices and to demonstrate consistently sound judgment in making decisions that could have significant staff, client or public impact.

Requires ability to deliver public presentations before large and small groups and interaction with the media on controversial policies and decisions.

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:

Including, but not limited to:

Social Security Act; Code of Federal Regulations, federal policy letters; Oregon Revised Statutes; Oregon Administrative Rules; Agency and BHD policies; Oregon's Title XIX and XXI Medical Assistance State Plans; and federal Terms and Conditions for the Oregon Health Plan Section 1115 and HIFA demonstrations and CCO contracts; Olmstead, case law, and ADA; trauma policy; and rule that 20% of membership of Behavioral Health advisory councils must be persons with lived experience. These guidelines are used to set parameters and requirements for the administration of the program.

b. How are these guidelines used?

These guidelines assist with setting parameters and requirements for administration. However, this position requires a high level of judgment and independent decision making.

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	Daily, weekly

		responsive system	
Governor's Office, staff, legislators, legislative committees	Telephone, in person, correspondence	Special projects, goals, new program implementation and improvement, exchange information, policy discussions, problem resolution	Daily or as required
Members of Oregon delegation and staff of Congressional Offices media.	Telephone, in person, correspondence	Provide information, receive input	Monthly as required
Federal agencies responsible for state health policy and operations	Telephone, in person, correspondence	Provide information, report, negotiate	Daily
Oregon Tribes	Telephone, in person, correspondence	Government-to-government consultation	As required
State administrators, including administrators executive leadership and management in the Department Agency and BHD as well as other agencies	Telephone, skype, video, in person, correspondence	Provide information, resolve issues, report	Daily
Department Agency field staff	Telephone, skype, video, in person, correspondence	Information sharing, guidance on policy	Daily
Professional Health Organizations	Telephone, skype, video, in person, correspondence	Information sharing, receive input, resolve issues	Weekly
Coordinated Care Organizations	Telephone, skype, video, in person, correspondence	Information sharing, receive input, resolve issues	Daily
External and internal stakeholder groups including stakeholder policy groups, community-based organizations, advocacy groups and state leadership or technical groups.	Telephone, skype, video, in person, correspondence	Information sharing, receive input, resolve issues	As required

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.

Makes operational decisions, supervises staff, hires to fill vacancies and takes personnel action when necessary. Monitors existing programs, services and contractors. Assures compliance with federal and state reporting requirements, and regulations. Makes recommendations for remedial action when necessary and assures follow up on administrative decisions. Makes recommendations on regulatory and contract changes. Recommendations are most often accepted and may result in providers repaying the state and assures that OHA administers the Medicaid program in compliance with federal requirements. This assures ongoing access to millions of dollars of federal resources for the treatment of Oregonians in need of services.

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 1	1013894	Various management reports, meetings, e-mail one-on-one conversations	Various management reports, meetings, e-mail one-on-one conversations	Various management reports, meetings, e-mail one-on-one conversations

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 6

How many employees are supervised through a subordinate supervisor? _____

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

Understanding of Statewide Adult Mental Health System of Care.

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

Aug 17, 2026

Date