[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.**

|  |  |  |
| --- | --- | --- |
|  | **STATE OF OREGON**Oregon Health Authority (OHA)POSITION DESCRIPTION | **Position Revised Date:**March 8, 2023**This position is:** |
| **Agency:** Oregon Health Authority**Division:** Public Health[ ]  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: | Environmental Health Specialist 3 |
| **b.** Classification No: | C3819 |  **c.** Effective Date: |   |
| **d.** Position No: | 0000870 |  |
| **e.** Working Title: | Consultation/Training Officer |
| **f.** Agency No: | 44300 |  |
|  **g.** Section Title: | Environmental Public Health |
|  **h.** Employee Name: | TBD |
|  **i.** Work Location (City — County): | Portland, Multnomah County, and remote work |
|  **j.** Supervisor Name: | Erica Van Ess |
|  **k.** Position: | [x]  Permanent [ ]  Seasonal [ ]  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 |

|  |
| --- |
| 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, innovation and partnership.

The Public Health Division is responsible for leading the science and practice of population health principles in Oregon. The Public Health Division’s vision is: Lifelong health for all people in Oregon. Our mission is: Promoting health and preventing the leading causes of death, disease and injury in Oregon. The Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity and health equity. 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 stakeholders 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

The Public Health Division’s goals are to:

*Make Oregon one of the healthiest states by* preventing tobacco use; decreasing obesity/overweight; reducing suicide; preventing or reducing heart disease and stroke and increasing survivability; preventing family violence; and increasing community resilience to emergencies.

*Make Oregon’s public health system into a national model of excellence by* transforming the public health system through accreditation; supporting coordinated care organizations (CCOs) in achieving community health goals; increasing the use of health impact assessments as a tool in communities; establishing mechanisms that ensure health in all policies; and maintaining excellence in epidemiology and surveillance.

Under the leadership of the Office of the State Public Health Director, the Division is organized into three centers:

**The Center for Health Protection**

This center includes programs that work with healthcare facilities and licensing and environmental health and regulation. Programs in this center touch every hospital, drinking water system, and restaurant in Oregon.

**The Center for Prevention and Health Promotion**

This center houses community-oriented preventive clinical and community health services and supports the policy, systems, and environmental changes that promote good health. This Center guides and supports healthy communities through data collection, analysis and reporting; by supporting the Governor's priorities around tobacco, obesity and early learning; and, by acting as a point of contact with the healthcare system on certain key clinical prevention practices. This center will work with many partners, including local public health, child care facilities, schools, worksites, healthcare providers, transportation, and the private sector to ensure that we reduce preventable injury, illness, and death and promote good health.

**The Center for Public Health Practice**

This center includes programs that support local public health departments, particularly related to communicable disease control. Also included in this center are: Oregon State Public Health Laboratory, the Office of Health Statistics and the Immunization Program.

This Center’s work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon’s 34 local health departments. This center has approximately 200 FTE. The total estimated biennial budget of this Center is $350 million.

**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 serve as a Consultation and Training Officer for the Foodborne Illness Prevention Program, providing technical support to local public health authorities, industry and the public on foodborne illness prevention.

|  |
| --- |
| **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** |

|  |  |  |  |
| --- | --- | --- | --- |
| 10% | R | E | Program Development: Assists in the development of statewide program plans and the establishment of program priorities, goals and direction; Develops strategies to achieve goals; Recommends legislative concepts to expand or improve program operations; Develops new and maintains existing partnerships with diverse individuals, groups and agencies. |
| 70% | R | E | Program Administration: Provides technical assistance to Local Public Health Authorities (LPHA), other state agencies, facility operators and the public; Prepares and provides technical training for LPHAs in both the classroom and field settings; Monitors progress of LPHAs in meeting program goals (Triennial Reviews); Ensures programs meet statutory and rule requirements; Provides recommendations for agency’s official position on sanitation and environmental health issues; Reviews and interprets technical data having statewide impact; Serves as an intermediary between LPHAs and the statewide licensing and inspection software provider. |
| 15% | R | NE | Program Evaluation: Evaluates program priorities and strategies to achieve program goals; Evaluates program service problems or successful operation practices and adapt procedures to improve program operations; Identifies barriers to program participation and designs strategies to eliminate barriers; Adapts program guidelines and standards as needed.  |
| 5% | NC | NE | Participates in Environmental Public Health Section and office-wide activities to mutually further the mission and goals of the program, section, and office; Receives general calls from the public on a rotational basis (Tox Call); Performs other activities 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.**

Fully remote or hybrid work with occasional in-office meetings. Remote workers must establish and maintain an appropriate environment and schedule when working from home. To be eligible for telework, staff must have a home work-space that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information accessible in their home. Staff who work remotely may be required to periodically or regularly report to a state office location as part of their job. Both local and long-distance trips for meetings outside of the office with clients, partners, and stakeholders may be required. You must have a valid driver's license and an acceptable driving record. If not, you must be able to provide an alternate method of transportation.

|  |
| --- |
| **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:**

Manuals, policies and guidelines established by Environmental Public Health programs. Interagency and intergovernmental agreements, and memoranda of understanding/agreement regarding program operations. Oregon Public Health Division rules and statutes regarding special studies and confidentiality, and other OHA/DHS policies and regulations as needed.

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

Guidelines and rules are used in performance of all job duties and in interagency communication and cooperation. Guidelines are often incomplete and must be adapted for the specific circumstances.

|  |
| --- |
| **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?** |

|  |  |  |  |
| --- | --- | --- | --- |
| State and community partners | Remote and in person meetings/phone/email | Program planning, need identification and prioritization, program implementation  | Daily to weekly |
| Local Public Health Authorities | Remote and in person meetings/phone/email | Program planning, providing technical guidance and training, providing rule interpretation, program implementation | Daily to weekly |
| OHA, other state agencies and federal partners  | Remote and in person meetings/phone/email | Program planning, development, consultation, program implementation | Weekly to monthly |
| General public, media, etc. | Remote and in person meetings/phone/email | Respond to inquiries, provide technical expertise | As needed |

|  |
| --- |
| **SECTION 7. POSITION-RELATED DECISION MAKING** |

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

Makes routine program decision. Supports staff to meet deadlines and complete goals. Interprets statute and rule and provides guidance to Local Public Health Authorities and the regulated community. These decisions directly affect the efficiency of the programs and ultimately, the health of Oregonians.

|  |
| --- |
| **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** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PEM D – Program Manager | 9221703 | Review work performed  | Monthly/as needed | To discuss problems as they arise and the accomplishment of work in general and future plans. To ensure good communication and maximize work productivity and effectiveness. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **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?** |
|  | [x]  Plans work [ ]  Coordinates schedules[ ]  Assigns work [ ]  Hires and discharges[ ]  Approves work [ ]  Recommends hiring[ ]  Responds to grievances [x]  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.**

This individual must be a Registered Environmental Health Specialist or have the ability to become one within six months of hire.

General knowledge of the principles and practices of organizational behavior

General knowledge of the principles and practices of budgeting as it relates to program management

Skill in communicating effectively orally and in writing

Skill in reading, analyzing and writing general, statistical and technical reports

Skill in identifying problems, generating alternatives, building consensus and implementing solutions

Skill in understanding and adapting quickly to complex statewide processes and systems

Skill in synthesizing diverse facts, opinions and materials into a workable report, proposal, solution or other document

Skill in bringing together diverse and/or opposing groups and working to a mutually acceptable solution(s)

Skill in dealing with groups of individuals with diverse and sometimes antagonistic viewpoints and identifying and addressing all potential issues and concerns

Skill in providing expert level technical expertise within and outside the organization

Skill in public speaking and presentation

Able to prioritize program tasks and meet program deadlines

Skill in program/project management

In addition to the minimum qualifications, the following preferences apply for this position: degree in public health or other related field; three years of public health experience; and program/project management experience.

|  |
| --- |
| **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 |  | Date |  |