

language, disability, 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: (1) The equitable distribution or redistribution of resources and power; and (2) recognizing, reconciling, and rectifying historical and contemporary injustices.

OHA includes most of the state's health programs, including Public Health, the Oregon Health Plan, behavioral health, state and education employee benefits, public-private ships, the Oregon State Hospital. This gives the state greater purchasing and market power to begin tackling the issues of costs, quality, and access to care. The External Relations Division is aligned with the Oregon Health Authority's core values of ship, 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

ship:

- Working with interested parties 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 s

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 OHA External Relations Division is made up of the OHA Communications Program, Government Relations Program, Office of Community Health and Engagement (OCHE), and Member and Engagement and Support (MPES) Office. All Programs in the Division are outward facing, represent all areas of OHA's work throughout all levels of the community from those receiving services to legislators, community s, Oregon Health Plan members, contractors, and service providers, to media. The Division facilitates engagement, bi-directional communication and transparency across all OHA Divisions, Programs and with other state agencies to support OHA programs and strategies throughout Oregon and to bring community input and experiences internal to the agency at all levels of agency work.

The OHA External Relations Division is leading for the OHA cross-divisional planning and implementation of the Community Engagement Framework. This is a key action in OHA’s strategic plan and essential for advancing health equity by centering the voice and experience of populations most harmed by health inequities in agency work. The ERD is working with the OHA Director’s Office and all other divisions to provide coordination, elevate best practices and support technical assistance and other tools for agency-wide approaches, strategies, tools and infrastructure for Community Engagement Framework implementation. This includes internal operational tools for acting on learnings from community and practices for working with community. The Community Engagement Implementation team is made up of two dedicated FTE in the ERD, support from other divisions, the OHA Feedback team, and collaborative support from all other ERD teams.

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:

This employment opportunity is with the External Relations Division (ERD), which is part of the Oregon Health Authority (OHA). The portfolio for this position can include a variety of Equity and Inclusion Division program policy work related to health equity. This position serves as the primary point of contact for state legislators and other elected officials on issues related to this position’s portfolio. The Senior Policy Advisor also facilitates high-level ships with key stakeholders to develop and implement state and federal policy initiatives. This person works to facilitate consensus and reconcile policy and program conflicts with outside organizations. This position reports directly to the Director of Government Relations within the External Relations Division.

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.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
At all times	NC	E	<p>Align Conduct with OHA’s Values and 2030 Strategic Goal</p> <ul style="list-style-type: none"> • Demonstrate awareness, understanding and alignment in service delivery with the OHA Core Values of Health Equity, Service Excellence, Integrity, Leadership, ship, 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; Facilitate the equitable distribution or redistribution of resources and power.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Demonstrate recognition of the value of individual and cultural difference; demonstrate evidence of ongoing development of personal cultural awareness and humility; contribute to 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; maintain regular and punctual attendance; 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. • Promote and actively influence and shape OHA’s 2030 goal of eliminating health inequities. • Hold awareness and be attentive to the direct and indirect accountabilities and opportunities within the External Relations 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.
40%	NC	E	<p>Lobbyist:</p> <ul style="list-style-type: none"> • Serves as a registered lobbyist and point of contact with the state legislature and other government and elected officials on legislation, administrative rules, local ordinances and other key policy issues relevant to OHA, health equity and inclusion and other programs or initiatives as assigned. • Coordinates all legislative activities and legislative communications within portfolio with division/program staff and with stakeholders. • Reviews and approves legislative testimony, fiscal impacts, legislative reports and other communications with the legislators and legislative staff. • Provides technical assistances and expertise and works to resolve sensitive issues with legislators, staff, lobbyists, stakeholders, s, and advocates. • Works regular long hours during legislative session, including evenings and weekends as necessary.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> • Represents the agency and communicates policy direction at executive level meetings, stakeholder meetings, and before the legislature. • May be required to testify before the legislature. • Responds to inquiries from legislators, including answering technical program and policy questions clearly and concisely; resolving conflicts between legislative policy and administrative rules; and ensuring constituent cases are timely resolved. • Facilitates approval through the OHA Director's Office and Governor's Office as appropriate. Develops legislative communication and process protocols.
20%	NC	N	<p>Engagement & Community ships:</p> <ul style="list-style-type: none"> • Key liaison in facilitating ships and building relationships with public and private s to achieve common goals. • Collaborates and provides leadership on strategies and priorities with community s and stakeholders on OHA priorities and other issues. • Serves on various interagency task forces and other regional and national work groups on behalf of OHA. • Builds support for OHA programs and develops public and private ships with health care stakeholders, community s, and advocates across the state. • Works to ensure activities are coordinated and aligned with agency objectives.
30%	NC	E	<p>Interim Work:</p> <ul style="list-style-type: none"> • Coordinates interim action projects and activities, including tracking implementation of legislation, accurate rulemaking, budget note activity, division reports and ensuring timely submission of legislative reports. • Responsible for preparing legislative session reports and interim assignments across agency for work within portfolio. • Assists and provides leadership for appropriate bill implementation, including establishing work schedules to meet target dates, stakeholder engagement and timely and accurate rulemaking within legislatively delegated authority. • Recommends operating policies and procedures and implementation strategies. Identifies potential risks and difficulties, and designs strategies to mitigate or avoid them. • Participates in both internal and external communications and planning activities on media, communications, and public records requests.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> General responsibilities include innovative planning, creative problem solving, and leadership. Prepares assigned division/programs for upcoming legislative sessions, including trainings.
5%	NC	E	<ul style="list-style-type: none"> Works closely with division/program directors and senior management and participates in general agency management and policy development as appropriate. Ensures that division/program work and strategy is aligned with Governor's and agency priorities.
5 %	NC	E	<ul style="list-style-type: none"> 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.

This position works in a fast-paced environment with high political visibility.

This position requires the ability to work long hours, including some evenings and weekends.

This position requires the incumbent to work quickly to resolve political and interpersonal issues.

This position requires frequent travel locally and some in-state and out-of-state.

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.

General Guidelines: Statutes and Administrative Rules of the Oregon Health Authority and Office of Equity and Inclusion. Other relevant federal guidelines to assigned portfolio.

b. How are these guidelines used?

To interpret and comply with laws and rules governing the allocation of funds; to interpret and comply with rules and laws governing legislative processes; to interpret and comply with rules and laws when creating policies.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Oregon executive branch agencies and personnel	Oral and written	Reply, collaborate, advise, plan, create, implement programs or policies or laws	Weekly
Oregon legislative branch, lawmakers and staff	Oral and written	Reply, collaborate, advise, plan, create, implement programs or policies or laws	Daily
OHA executive management, including HPA management staff	Oral and written	Reply, collaborate, advise, plan, create, implement programs or policies or laws	Daily
Federal Congressional delegation and staff	Oral and written	Reply, collaborate, advise, plan, create, implement programs or policies or laws	Occasionally
Federal executive branch agencies and personnel	Oral and written	Reply, collaborate, advise, plan, create, implement programs or policies or laws	Occasionally
Local government	Oral and written	Reply, collaborate, advise, plan, create, implement programs or policies or laws	Daily
Private industry	Oral and written	Reply, collaborate, advise, plan, create, implement programs or policies or laws	Daily
Stakeholders, s, providers	Oral and written	Reply, collaborate, advise, plan, create, implement programs or policies or laws	Daily
Public	Oral and written	Reply, collaborate, advise, plan, create, implement programs or policies or laws	Daily
Media	Oral and written	Reply to inquiries	Occasionally

SECTION 7. POSITION-RELATED DECISION MAKING

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

- Determines the implications of state and federal legislation programs and divisions within OHA, including analyzing the opportunities and risks to state programs and budget.
- Determines assignment of legislative bills for bill analysis. During legislative sessions this position makes decisions on the content of bills and amendments in order to facilitate

legislative relationships and assure legislation is in keeping with OHA portfolio priorities and policy direction.

- Uses judgment to identify issues that need the involvement of executive leadership, OHA Chief of Staff, Director of Government Relations, communications staff, or other state agencies.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"</i>				
Government Relations Director		Face to face interaction, telephone, email	Daily, weekly, monthly, quarterly and annually as appropriate.	To ensure the satisfactory performance of the position's duties and responsibilities.

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?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & 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.

- Experience in governmental affairs/intergovernmental relations, legislative leadership, policy direction and accountability.
- Experience identifying, designing and implementing legislative solutions and proposals to policy issues.
- Ability to analyze proposed and adopted legislation, policies and administrative rules; as well as legislative impacts and application.

- Experience developing and maintaining collaborative and productive relationships with governmental, industry and community ships locally and nationally.
- Ability to encourage and balance diverse interests; and the ability to work successfully in a changing political environment.
- Knowledge and experience working with elected bodies; intergovernmental relations; community outreach; work in controversial regulatory environments; public speaking involving diverse audiences; and identifying, designing and implementing legislative solutions and proposals, particularly within the public sector.
- **Organizational knowledge and networking:** Must be or demonstrate the ability to become knowledgeable about OHA and other state agency structure, culture, policies and practices. Knowledgeable about OHA Divisions and work, and central operations work initiatives. Must have excellent networking skills, collaborate well with others, find common ground and be able to establish and maintain broad contacts and trust through the organization.
- **Onboarding, training, and mentoring of professional staff:** The ability to train and mentor colleagues in a strength-based and trauma-informed approach. Ability to particularly support staff coming from non-dominant cultures and who are new to working for state government.
- **Problem solving, decision making and strategic thinking:** The ability to analyze feedback, gather and analyze relevant information, and pursue effective strategies. Ability to understand overall implications of decisions, look for ways to improve and promote quality, and center agency values of health equity in community engagement implementation.
- **Representative of the values diversity and inclusion of people in Oregon:** Effective delivery of culturally responsive and inclusive services, including fostering ongoing personal cultural awareness and humility. Demonstrated sensitivity to the needs of Oregonians, including those with diverse mental and physical health, literacy, and communication needs. Demonstrated ability to build and steward positive relationships with diverse community groups including communities of color, immigrant groups, the disability community, and other traditionally marginalized communities.
- Experience implementing policies and programs that promote equity and inclusion and reduce disparities. Experience advancing state and community-based programs on initiatives that promote equity and reduce disparities.
- **Collaboration and conflict resolution/alternative dispute resolution skills:** Models collaborative problem-solving skills and solution driven discussions. The ability to communicate effectively with a wide range of people, work cooperatively and influence to resolve issues. Models inter-and cross-agency collaboration for member needs. Previous experience in alternative dispute resolution, motivational interviewing and conflict resolution valued in this position. Position requires supporting systems-wide changes where appropriate.
- **Resourcefulness and values ongoing learning:** Ability to think outside of the box, question established procedures and find creative solutions. Ability to investigate and learn new subject matter on a regular basis.
 - **Communication:** Ability to persuade and communicate across a variety of forms including strong written and oral communications. Oral and written cross-cultural communications skills and experience. Ability to use empathy and active listening to understand others' concerns and to articulate and address those concerns in a proactive, resolution-focused way. Prior experience or willingness to learn how to coordinate language interpretation and translation services. Bi-lingual individuals and those with experience communicating and working with diverse populations are desired.
 - **Technology implementation:** Knowledge of computer concepts, applications, and capabilities. Ability to work with technology developers to create person-centered feedback management tools that are accessible and meet individuals' needs (vs. aligning with agency

priorities). Ability to communicate and provide both strategic direction and design solutions that bridge program needs and technology solutions. Integrating governance, consumer voice and agency needs to hear directly from community in this process.

- **Other preferred skills:** Degree from an accredited institution in fields such as policy, social work, communication, psychology, law, conflict resolution, or organizational developments preferred and/or coursework, training and/or program development focused on social justice, diversity and inclusion, universal access, and the ADA, dismantling institutional privilege, social determinants of health and equity. Equally valued is cultural diversity and experience working with diverse populations. Diverse individuals' representative of OHP members and/or those who have professional experience working directly with diverse populations, specifically racially, ethnically, culturally, linguistically, gender- and ability- diverse community members are desired.

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
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Operating Area	Biennial Amount (\$00000.00)	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