



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
12/03/2024

This position is:

- ☒ [Classified](#)
☐ [Unclassified](#)
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Agency Operations

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Executive Support Specialist 1
- b. Classification No: C0118 c. Effective Date: 12/1/2024
- d. Position No: NBP
- e. Working Title: Data Strategy & Operations Executive Support
- f. Agency No: 44300
- g. Section Title: Data Strategy & Partnerships
- h. Employee Name: Vacant
- i. Work Location (City — County): Salem/Marion or Portland/Multnomah; Hybrid
- j. Supervisor Name: Steven Westberg
- 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.

The Oregon Health Authority 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 2030 goal is to eliminate health inequities.

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, Agency Operations, and the Oregon State Hospital. The Agency Operations Division oversees the Fiscal and Operations Division, Central Operations, Human Resources, the Office of Data Strategy and Operations, and the Office of Information Services.

The Office of Data Strategy and Operations, under direction of the Agency Data Strategy and Operations Director, partners across Oregon Health Authority (OHA) to promote, elevate, and align equity in OHA service delivery using data and technological systems. Modernizing data and systems is a cross-Agency core need. Both play critical roles in analyzing progress on equity goals and are used to inform, integrate with, and improve other Agency program work toward OHA's 2030 goal of eliminating health inequities. The office is specifically focused on increasing the use of enterprise-wide (OHA and ODHS) data and technology solutions, improving cross-divisional collaboration, and promoting communication and transparency through the connection of agency systems and data.

The Office of Data Strategy & Operations 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 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

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 Office of Data Strategies & Operations currently encompasses three units: the Data Strategy and Partnerships (DSP) Team, Compass Data Systems (Compass), and the Business Systems Unit (BSU). The Business Systems Unit is responsible for coordinating, monitoring, and evaluating needs associated with the systems comprising the Medicaid Management Information System (MMIS). The Data Strategy and Partnerships team is a data-focused team that partners with other Agency/Enterprise programs to help assess and plan for strategic data and system projects with the goal of minimizing silos, reducing duplication, and facilitating integration and efficiencies.

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 position provides confidential secretarial, administrative, and operational support to the OHA Data Strategy & Operations Director (Director). This position performs and coordinates secretarial work for the Data Strategy & Operations Director and manages data related agreements for the Data Strategy and Operations Director, OHA Director and OHA Executive Leadership. This position will provide confidential administrative assistance, support highly sensitive matters and has the responsibility to make decisions on behalf of the Data Strategy & Operations Director, primarily in the areas of data access, data sharing and related documents and agreements. This role is essential for maintaining the efficiency of the ODSO office and supporting decision-making processes.

Key Responsibilities:

Confidential Information Management: Handles and safeguards sensitive and confidential information related to executive operations, strategic decisions, personnel matters, and other critical agency functions on behalf of the Director. Ensures that all information is processed and stored securely to maintain confidentiality. Sensitive information in this role includes data sharing agreements with both State and external partners, data and security breach meetings and reporting, remediation agreements, etc.

Secretarial Support: Assists management with daily administrative tasks, including managing calendars, scheduling meetings, preparing reports, and drafting official correspondence. Ensures timely follow-up on important actions and decisions. Responsible for decision-making primarily in the areas of data access, data sharing and related documents and agreements. Attends executive and management team meetings, and responsible for assigned work in relationship to data agreements, data investigations, and other confidential activities such as personnel or Department of Justice engagements.

Communication Liaison: Acts as the primary point of contact between ODSO and internal departments, as well as external partners for the Office of Data Strategy & Operations. Coordinates and facilitates communication, ensuring that executives are fully informed and prepared for meetings, conferences, and public engagements.

Meeting and Event Coordination: Organizes and schedules meetings, conferences, and events, managing logistics such as scheduling, invitations, venue preparation, and follow-up. May also record and transcribe meeting minutes, ensuring accurate documentation of key discussions and final executive decisions.

Project Assistance: Provides support with special projects assists management in tracking project progress and identifying key milestones and deliverables.

Travel and Expense Management: Coordinates travel arrangements, including booking flights, accommodations, and itineraries. Prepares and submits travel expense claims and ensures that expenses are aligned with budgetary guidelines.

Office Operations Support: Assists with maintaining records, tracking office supplies, and ensuring that the ODSO office operates smoothly and efficiently.

This role requires discretion, strong organizational skills, and the ability to handle confidential information with the utmost professionalism. The Executive Support Specialist plays a vital role in supporting management and ensuring the success of critical operations of the Office of Data Strategy & Operations.

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
At all times	R	E	Collaboration and Operations <ul style="list-style-type: none"> Demonstrate understanding of health inequities and support OHA’s efforts to identify and eliminate health inequities. Work collaboratively and proactively with community partners, contractors, grantees, advocates, the Council, and people in Oregon receiving services through OHA. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associates. Develop good working relationships with division and agency staff through active participation in group projects and in identifying and resolving program, systems, and operational needs through a solution-based equity framework. Create and maintain a work environment that fosters and promotes the importance and value of a diverse, discrimination-free and harassment-free workplace. Contribute to an environment where the knowledge and skills that staff of color, staff with lived experience, and staff who have directly received services delivered by the OHA such as Oregon Health Plan, Substance Use Disorder, and Mental Health services, etc. are valued and welcome in the overall work of OHA. Demonstrate recognition of the value of individual and cultural differences; create a respectful work environment, welcoming of diversity, where talents and abilities are valued. Consistently treats customers, stakeholders, partners, vendors, and co-workers with dignity and respect.

			<ul style="list-style-type: none"> • Demonstrate understanding and applying principles related to health equity in research, data collection, data analysis and communication. • Demonstrate commitment to professional development related to cultural competency, ongoing development of personal cultural awareness and humility. • Maintain technical knowledge through on the job and formal training. • Regular attendance and being available to respond to incoming inquiries are essential functions required to meet the demands of this position and provide necessary services to the business unit.
45%	NC	E	<p>Secretarial & Administrative Support</p> <ul style="list-style-type: none"> • Provide general secretarial assistance, including managing calendars, scheduling meetings, and coordinating appointments for the Director and high-level executives. • Schedule and organize meetings, including preparing agendas, coordinating logistics, setting up conference calls or virtual meetings, and taking minutes as needed. • Proactively researches policies, procedures, proposed legislation, and program information in relation to OHA data strategies and initiatives to recommend actions for the OHA Office of Data Strategy and Operations leadership team. • Makes arrangements for meetings and special conferences, including scheduling and/or cancelling meeting rooms, ordering beverage or food service when needed. • Manage multiple tasks and projects simultaneously, ensuring deadlines are met and priorities are balanced efficiently. • Maintains a log of Director's correspondence by entering information into a database, including dates, sender, subject matter, response instructions and deadlines. Informs Director of chronically late responses. • Act as a liaison between executives and internal/external parties on behalf of the Office of Data Strategy & Operations, facilitating smooth communication and ensuring follow-ups are handled efficiently and appropriately. • Respond to questions and inquiries of the Data Strategy and Partnerships Team, Compass Team and Business Services Unit, ensuring efforts are appropriate with agency policies, following Office of Data Strategy and Operations strategic plans and aligning with goals for the Office and the Compass and Business Service Unit teams. • Ensures prompt follow-up on action items, decisions, or inquiries raised during meetings, tracking responses and making sure deadlines are met.

			<ul style="list-style-type: none"> Assists in gathering information, reports, or research on security breaches, compliance requirements, and best practices to inform meeting discussions and decision-making. Ensures all confidential data is processed and stored securely in compliance with agency protocols, federal and state regulations, and agency policies.
35%	NC	E	<p>Sensitive Information Management & Coordination</p> <ul style="list-style-type: none"> Maintains the highest level of confidentiality and security, as this position is exposed to high-level discussions among the agency's executive staff and has access to confidential documents on sensitive issues, including data sharing agreement, data breach reporting and remediation, collective bargaining, personnel actions, and proposed changes to agency policy. Makes informed decisions on behalf of the Director for data access and data sharing agreements and certain personnel actions and reporting. Safeguard confidential and sensitive information related to ODSO operations, personnel matters, strategic decisions, and other critical agency functions. Drafts, reviews, and edits data sharing agreements to ensure they align with agency requirements, legal standards, and updates from Executive Leadership meetings. Serve as the liaison between internal teams (legal, IT, compliance) and external partners to coordinate the review, approval, and execution of data sharing agreements. Coordinates the process of obtaining signatures from authorized personnel for the execution of agreements, ensuring that all necessary parties sign on time. Ensures all communications containing sensitive and confidential information are appropriately encrypted or secured to prevent unauthorized access in accordance with state and federal regulations. Maintain strict control over access to sensitive information, ensuring that only authorized individuals can view or handle confidential materials. Adhere to agency policies, legal regulations, and industry standards related to the confidentiality of sensitive information. Identify and mitigate potential risks or vulnerabilities related to the handling of confidential information, and promptly address any breaches of confidentiality.

			<ul style="list-style-type: none"> • Provide guidance and training to ODSO staff on best practices for handling confidential information to maintain a culture of security and confidentiality. • Implement proper retention and disposal practices for confidential records, ensuring compliance with data retention policies and secure disposal methods.
10%			Communications <ul style="list-style-type: none"> • Handle incoming and outgoing communications, including emails, phone calls, and mail, ensuring timely responses and appropriate follow-up. • Draft messages for distribution to internal and external audiences in the tone and style of the Director. • Compile and provide concise briefings on key matters, upcoming meetings, or ongoing projects, ensuring the Director is well-prepared with all relevant information. • Sends communications to OHA managers and staff, as well as outside impacted parties, on behalf of ODSO management. • Maintain organized filing systems, both electronic and paper-based, ensuring that all documents are easily accessible and kept up to date. • Arrange travel plans, including booking flights, accommodations, and transportation, and preparing travel itineraries for managers and unit staff. • Greet and assist visitors and guests, ensuring a professional and welcoming environment. • Prepare, format, and proofread correspondence, reports, presentations, and other documents with attention to accuracy and detail. • Assist with urgent or sensitive communication, managing management responses in high-pressure situations, and maintaining professionalism under tight deadlines.
5%	NC	E	Special Projects <ul style="list-style-type: none"> • Participates in special projects or assignments as delegated by the Director. • Conduct research and gather relevant data or materials needed for special projects, ensuring information is accurate and comprehensive. • Organize and schedule meetings related to special projects, including preparing agendas, distributing materials, taking minutes, and tracking follow-up actions. • Handle sensitive or confidential information related to special projects, ensuring that it is stored and communicated securely.

			<ul style="list-style-type: none"> Assist in identifying areas for process improvements related to project workflows, suggesting, and implementing solutions to increase efficiency.
5%	R	E	<p>Additional duties</p> <ul style="list-style-type: none"> As may be assigned, at the discretion of Compass team leadership to meet the demands of the unit.

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.

The person in this position will work a professional work week, Monday through Friday, unless otherwise agreed. Work is done in an office environment or remotely. Tools include an agency-assigned computer and an agency-assigned mobile phone.

- The office configuration is an open environment with frequent interruptions.
- The current remote working structure is a remote environment with staff utilizing the agency network via agency-assigned equipment on the employee's internet network.
- There are times that business and operational needs will require in-person attendance for meetings or work at state offices.
- Travel throughout the state and out-state travel may be needed for job duties, conferences, professional development etc.

The person will need to monitor multiple communication streams at once including email, instant message, phone and virtual work technologies (remote meetings, calls, etc.). Duties may require working on multiple tasks simultaneously, sometimes within short time frames to handle rapidly changing priorities and deadlines.

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: Title V and Title XIX of the Social Security Act; Centers for Medicare & Medicaid Services (CMS) regulations and guidance; Health Insurance Portability and Accountability Act (HIPAA); Patient Protection Act and Affordable Care Act (ACA); Code of Federal Regulations (CFR)
- State Laws and Regulations** including but not limited to: Oregon Revised Statutes (ORS); Oregon Administrative Rules (OAR); Oregon Department of Administrative Services (DAS) rules and guidance; Contract Law for procurement and contract administration
- Oregon Health Authority (OHA) policies, procedures** including but not limited to: OHA Tribal Consultation and Urban Indian Health Program Confer Policy; Legal direction; Project Management standards
- Industry best practices and guidelines for project management and business analysis** including but not limited to: the Project Management Body of Knowledge (PMBOK), the Project Management Institute (PMI), the Business Analyst Body of Knowledge (BABOK), Azure Dev Ops (ADOS) best practices, and Agile/hybrid best practices.

b. How are these guidelines used?

The laws, rules, policies, and procedures, together with heavy reliance on data, literature, and community engagement, continually define the scope, promote communication and ensure transparency through the

connection of agency systems and data.

These guidelines are used to assure that all business, executive, and administrative functions are transacted according to appropriate laws, rules, policies and procedures. The incumbent must judge and interpret the appropriateness of these guidelines to each situation to fit the specific issue or situation.

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?
OHA, OIS and ODHS staff; other state agencies as relevant	Virtual meetings, email, phone, in-person	Obtain and/or convey information, coordinate, consult or manage projects; provide consultative advice on data collection, governance and systems requirements	Daily
OHA, OIS and ODHS Executive Leadership	Virtual meetings, email, phone, in-person	Receive project requests, obtain and/or convey information, coordinate and consult on data and systems governance	Daily
Members of the public and persons with lived experience	Virtual meetings, email, phone, in-person	Listen to identify opportunities to improve services and programs, and create opportunities for community-directed programs	Weekly as needed
Advisory groups, providers, community organizations and the general public	Virtual meetings, email, phone, in-person	Respond to requests and provide information. Help them understand program guidelines and explain program rules and solve problems.	Daily
Governor's Office	Virtual meetings, email, phone, in-person	Referral to appropriate person.	Occasional
Private Industry	Virtual meetings, email, phone, in-person	Answer questions, provide information, refer people seeking information to appropriate source.	Occasional

SECTION 7. POSITION-RELATED DECISION MAKING

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

- Daily decision in the organization, prioritization, and time management of assigned duties within deadlines.
- Daily decisions in the scheduling and time management of the Director and program staff.
- Daily decisions in applying appropriate rules and policies.
- Daily decisions in protecting confidentiality.
- Always determine the impact of work and all other aspects of the program on health equity.

- Ensure decisions prioritize the equitable distribution or redistribution of resources and power and recognizing, reconciling, and rectifying historical and contemporary injustices.
- Understand and determine the proper course of action for building requirements that fit system and Behavioral Health program area needs.
- Gather and interpret policy guidance to instruct provider, stakeholder, and OHA program staff in correct procedures for data reporting.

All decisions made by this position directly affects the success of the behavioral health data systems and the ability of the Agency to fulfill its mission, mandates, and obligations to the behavioral health system of care.

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
Information Technology Mgr 3	1003645	In person or virtual meetings, via email	Monthly, As needed	Position Supervision

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

- Ability to maintain confidentiality of agency records and the ability to learn agency programs, operations, policies and procedures and to ensure we comply with federal, state, and local HIPAA regulations.
- Extensive personal computer skills, including skills using Microsoft (MS) Outlook, Word, Excel, PowerPoint, Edge, SharePoint, and Teams.
- Experience using Agile or hybrid project management approaches.

- Able to work collaboratively and foster collaboration amongst team members at all levels.
- Experience working in a cross-functional role with many partners, priorities, and active streams of work.
- Excellent verbal and written communication skills with the ability to communicate at all organizational levels.
- Application of proper grammar, punctuation, spelling, and sentence structure.
- Skill to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

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

12/03/2024

Date