Click here to link to instructions **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: **8/03/2026**

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ 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: Executive Support Specialist 2
b. Classification No: C0119 **c.** REPR Code: CO_OAI-I1
d. Position No: WD: 000000026498; PPDB: 9000080
e. Working Title: CoM & DCMO- Forensic/CoP Executive Support
f. Agency No: 44300
g. Section Title: Chief Medical Office Administration
h. Employee Name:
i. Work Location (City — County): Salem – Marion
j. Supervisor Name: Alysha Sweetser
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt If Exempt: ☐ Executive **m.** Eligible for Overtime: ☒ Yes
☒ Non-Exempt ☐ Professional ☐ No
☐ Administrative
☐ Computer

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 redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices." OHA's 10-year goal is to eliminate health inequities.

The Oregon State Hospital (OSH) 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
- Pursing 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, learning from, 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.

Oregon State Hospital (OSH), overseen by the Oregon Health Authority, is a Joint Commission and Centers for Medicare and Medicaid Services (CMS) certified psychiatric hospital with campuses in Salem and Junction City. The division operates a 16-bed Secure Residential Treatment Facility (SRTF) in Pendleton. OSH is OHA's largest division, employing more than 2,900 staff and serving over 1,800 people annually.

OSH provides evidence based, patient centered psychiatric treatment to a clinically complex population in a safe, therapeutic environment. Within this setting employees are expected to collaborate effectively, demonstrate empathy, and conduct themselves professionally while upholding the hospital's recovery focused mission.

Every position supports OSH's vision to inspire hope, promote safety, and support recovery for all.

Section/unit description:

The Chief Medical Office (CMO) Administration is comprised of two functional areas, the CMO Support Office and the Medical Staff Office (MSO), that provide centralized operational leadership and administrative support for CMO programs and services.

The CMO Support Office provides centralized administrative and operational services for CMO departments and clinical programs, overseeing key functions including recruitment, clinical contract administration, procurement, timekeeping, resource management, workforce coordination, and other business operations. The team supports operational planning, process improvement, and the implementation of efficient workflows that promote effective resource utilization and enable clinical and administrative teams to achieve organizational priorities.

The Medical Staff Office (MSO) provides comprehensive medical staff services, including credentialing, privileging, medical staff governance support, regulatory compliance, and coordination of activities related to provider appointments, reappointments, and professional practice oversight. The MSO ensures alignment with accreditation standards, regulatory requirements, and organizational policies while supporting effective engagement with physicians and advanced practice providers.

Together, the CMO Administration provides integrated operational services that support workforce operations, regulatory compliance, organizational governance, and the delivery of safe, high-quality patient care.

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 confidential executive-level support to the Chief of Medicine (CoM) and Deputy Chief Medical Officer-Forensic/Chief of Psychiatry (DCMO-Forensic/CoP). The position assists the Directors in advancing departmental operations and strategic objectives by managing and coordinating projects, operational initiatives, administrative functions, and regulatory compliance activities. The role requires a high degree of discretion and independent judgment in handling sensitive and confidential information, coordinating initiatives on behalf of the Director, and supporting executive decision-making.

The incumbent actively participates in management team meetings, contributes to discussions involving sensitive operational and personnel matters, and supports the implementation of management decisions. The position requires the ability to communicate effectively with internal and external partners, manage

multiple competing priorities, exercise sound judgment, and ensure timely completion of assigned responsibilities.

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
50%	R	E	**Executive Support** • Manage scheduling, calendar maintenance, and email triage while serving as a professional and confidential liaison between the public, agencies, executive leadership, and department heads, ensuring effective communication, coordination, and follow-up. • Serve as a liaison between the public, other agencies, executive leadership, and department heads, exercising professionalism and confidentiality in written or verbal communications, coordination and follow up. • Proactively anticipate administrative needs by preparing materials for signature and assembling and summarizing reports, data, and information to support timely action and official responses. • Prepare directives, memorandums, letters, or reports for official distribution. • Maintain a tracking and filing system for maintenance of directives, protocols, procedures, correspondence, reports, guidelines, confidential personnel files, and sub-specialty documents. • Arrange travel itineraries, flights and accommodations, and as proxy, submit travel expense claims through the TRIPS system. • Prepare files and documentation to support department activities, maintenance of correspondence, reports, instructions, guidelines, and similar materials frequently referred to. • Distribute products, printed materials, packages and mail.
35%	R	E	**Administrative** • Coordinate and support Labor Management and department meetings, including scheduling, agenda development, document preparation, onsite support, presenter coordination and escorting, action tracking, report-outs, attendance tracking, minute-taking, and management of associated TEAMS content. • Complete assignments and maintain appropriate controls to support activities and ensure accurate reporting of outcomes to leadership. • Provide technical assistance to OSH staff through in-person, written, or virtual guidance on hospital initiatives, systems, and protocols; resolve common issues and elevate as appropriate to Supervisor or CoM/DCMO-Forensic/CoP to ensure consistent application of OSH policies, procedures, and directives.

			• Coordinate special events and retreats, including approvals, logistics, and stakeholder communication, while procuring goods and services, maintaining inventory, and supporting on-site distribution to meet operational needs across both campuses. • Independently oversee compliance with mandatory training requirements by tracking certification and training expiration dates, coordinating staff enrollment in required training sessions, monitoring completion status, initiating and managing compliance escalations as needed, and ensuring the accuracy and integrity of associated systems, rosters, databases, and tracking tools.
15%	R	E	**Office Management** • Follow up as necessary on assignments and actions resulting from telephone calls, emails, and other sources to provide requested information, responding to complaints, or elevating to leadership. • Assist in recruitment activities by arranging travel itineraries, accommodations, tours, and coordinating the visa application process. • Conduct the onboarding and offboarding of contractors and employees through scheduling special orientations, record completion in the Centralized Personnel Database (CPD), equipment assignment, and the submission of 786's, phone requests, 75 forms, 114's, and key requests. • Onsite facilitation to orientate new staff to hospital protocols, pay systems, resources, and issuance of state equipment and the collection of equipment when staff are separating. • Manage Medicine and Psychiatry's workspace coordination and inventory activities, including seating charts, office moves, work orders, cubicle preparation, and distribution of state-issued technology, supplies, equipment, and furniture. • Develop procedures, systems and forms necessary to complete work and ensure efficient flow of information, using LEAN principles for delivery of services within the agency and/or with other agencies, vendors, or contractors.
5%	NC	E	**Other Duties as Assigned**
Ongoing	NC	E	**Cultural Competency and Diversity** • Promote and foster a diverse workforce and discrimination/harassment-free workplace. • Recognize value of individual and cultural difference; creates work environment where individual differences are valued. • Consistently treat customers, stakeholders/partners, co-workers with dignity and respect • Value diverse viewpoints.
Ongoing	NC	E	**Core Values** • As an employee of Oregon State Hospital, demonstrates awareness, understanding and alignment in service delivery with the Core Values of Compassion, Integrity, Respect, Stewardship, and Solution-Oriented.

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 functions in a professional, fast-paced environment with frequent interruptions and competing priorities, including urgent and time-sensitive assignments. The incumbent must be able to effectively prioritize and reprioritize work, meet established deadlines, and maintain a high degree of accuracy and attention to detail. The position requires the ability to maintain the confidentiality of patient, employee, and organizational information and may require work hours beyond the regular schedule or schedule adjustments with limited notice to meet operational needs.

Some duties may be performed remotely. To be eligible for remote work, the incumbent must maintain a home office that meets all applicable technology, information security, confidentiality, and safety requirements, including appropriate safeguards for protecting confidential information. Security measures may include, but are not limited to, secure storage of confidential documents, password management, and other safeguards appropriate to the work performed. Remote employees must maintain a work environment conducive to productive job performance and may be required to report to Oregon State Hospital (OSH) to perform assigned duties, attend meetings, participate in training, or meet other operational needs as directed by management.

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.

Oregon Revised Statutes, Oregon Administrative Rules, Oregon Health Authority Directives, Department of Administrative Services Policies and Procedures, Oregon State Hospital policies and Procedures, HIPAA, The Joint Commission Comprehensive Standards Manual and Accreditation for Hospitals, Center for Medicaid and Medicare, Psychiatric Nursing Standards, Oregon Medical Board (OMB), Oregon State Board of Nursing (OSBN), Medical and Allied Health Staff Bylaws, AFSCME Physicians and AFSCME RN contract, DAS State Procurement Office guidelines, including purchasing thresholds, delegated authority, competitive procurement requirements, and documentation standards; Oregon Accounting Manual (OAM) requirements for financial transactions, internal controls, and records management; applicable federal healthcare regulatory requirements; and organizational desk manuals, workflow procedures, job aids, and internal operating guidelines.

b. How are these guidelines used?

These guidelines are used to interpret and apply applicable laws, regulations, policies, and procedures in the performance of daily responsibilities. They provide direction for ensuring regulatory compliance, maintaining accreditation standards, protecting confidential information, administering procurement and financial transactions, supporting operational decision-making, and delivering consistent administrative and operational services. The incumbent applies these guidelines when coordinating projects, advising leadership and staff, resolving operational issues, implementing departmental processes, and ensuring compliance with organizational, state, and federal requirements.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/in-person, or both.

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?
OSH Clinical Chiefs/Directors and discipline staff	In person, phone, email, virtually	Scheduling, provide information about projects, boards and committees; Interpret and explain new and existing processes and procedures.	Daily
Vendors	Phone, email and/or web/servicing sites	Exchange information/conduct purchasing	Weekly, as needed
Community Partners	In person, phone, email, virtually	Plan, resolve problems, exchange and integrate information	Monthly, as needed
AFSCME RN and AFSCME Physician Union Leaders	In person, phone, email, virtually	Agenda setting, scheduling, exchange and integrate information	Monthly, as needed
General Public	Phone, email	Handle specific requests, explain processes and procedures, and tirage for re-direction of assistance	As needed
Other Agencies	In person, phone, email, virtually	Plan, resolve problems, exchange and integrate information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Typical decisions made by this position include independently prioritizing and reprioritizing frequently interrupted work assignments to meet competing deadlines, operational priorities, and organizational objectives. The position exercises sound judgment in coordinating projects, determining appropriate administrative actions, interpreting and applying policies and procedures, safeguarding sensitive and confidential information, and identifying issues that require escalation to the Supervisor and/or CoM/DCMO-Forensic/CoP.

These decisions directly impact the timely completion of departmental initiatives, regulatory compliance, operational efficiency, the protection of confidential information, and the effectiveness of executive decision-making. Sound judgment and timely decision-making support continuity of

operations, organizational accountability, and the delivery of quality patient care services at Oregon State Hospital.

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
Health Services Manager 1	000000029629	In-person, phone, TEAMS, and/or email	Weekly and as needed	Provide supervision, establish priorities and performance expectations, monitor work for quality, accuracy, and timeliness, ensure compliance with hospital policies and procedures, address operational issues, and support informed decision-making.
Oregon State Hospital Chief	000000055769	In person or TEAMS, and/or email	Weekly, as needed	Facilitate information exchange, ensure accurate and complete delivery of work products, share relevant updates, resolve issues, and support timely decision-making.
Deputy Chief Medical Officer	000000141366	In person or TEAMS, and/or email	Weekly, as needed	Facilitate information exchange, ensure accurate and complete delivery of work products, share relevant updates, resolve issues, and support timely decision-making.

SECTION 9. OVERSIGHT FUNCTIONS *(Supervisory positions only)*

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate 0

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification**.**

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Minimum 3-years office experience, preferably in a medical setting. Proficiency in Microsoft Word, Access, and Excel.

Ability to interpret and apply state and organizational policies and established administrative procedures. Strong analytical, organizational, and communication skills to resolve issues, prioritize competing demands, maintain accuracy, and provide effective guidance to staff and stakeholders.

Experience in negotiation, procurement, accounting, and/or budget administration is preferred. The incumbent must successfully complete required SPOTS training upon hire or within the timeframe established by Supervisor.

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