



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
07/01/2014

Agency: Oregon Health Authority

Division: Public 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: Executive Support Specialist 2
- b. Classification No: C0119 c. Effective Date: 07/01/2014
- d. Position No: 1013293 / 000000031432
- e. Working Title: Executive Assistant
- f. Agency No: 44300
- g. Section Title: Health Licensing Office
- h. Employee Name: VACANT
- i. Work Location (City — County): Salem – Marion
- j. Supervisor Name: Megan Lockwood
- 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 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 Public 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 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 mission of the Administrative Services Division (ASD) is to provide office and program policy development and to formulate overall strategic planning for the Health Licensing Office (HLO). The ASD’s primary purpose is to determine policy and operational procedures office wide to effectively achieve licensing and regulation objectives by working with key stakeholders to gain consensus and consistency in office standards. This is accomplished by the research, planning, development and implementation of policies, the coordination of legislative/administrative rule making and credentialing/competency assurance.

- 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:**

Provide support to the HLO management in maintaining overall functions of the office. This includes initiating new job recruitments, coordinating interviews, finalizing recruitments, onboarding new employees, handling the recruitment process for board members, general HR functions as well as scheduling appointments for office maintenance.

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	- Communicates board related information to staff, board members and stakeholders. - Collaborates with the Governor’s office of Executive Appointments to monitor and track board appointments for all boards/councils at the HLO, assisting with recruitment of new board members. - Conducts initial screening of board candidates. - Coordinates onboarding and orientation of new board members. - Processes reappointments and takes the necessary steps when terming board members. - Coordinates board related purchases.
30%	R	E	- Creates, updates, and maintains the HLO organizational chart. - Consults with OHA HR, the HLO Director and Division Managers to review position vacancies. Advises management as necessary regarding the recruitment and selection process. - Notifies and coordinates with Public Health Division designees to address changing staff needs. - Provides the necessary information for the creation of new requisitions providing all necessary supporting documentation to the recruiter. - Reviews draft announcement as provided by the OHA and obtains final approval to post. - Notifies staff of recruitment. - Responds to questions regarding recruitment and the interview process. - Works with hiring manager to narrow applicant pool using screening practices. - Coordinates interviews. - Conducts orientation for new staff, obtaining all required forms and signatures. - Works with appropriate staff to process personnel actions.

25%	R	E	• Provides support for HLO Director and HLO leadership. • Assists in issue management and manages calendars. • Attends a variety of management meetings while independently accepting assignments and projects from management. • Assists in organizing and coordinating sensitive ongoing projects, including, but not limited to, coordinating locations for meetings, maintaining files, setting conference calls, coordinating/updating calendars, gathering data and verifying for accuracy, formatting gathered data for multiple uses using a variety of information management systems. • Coordinates trial service meetings, employee development plan meetings and annual performance reviews. • Coordinates division meetings and track division assignments and projects.
10%	NC	E	• Tracks required staff training when necessary. • Submits travel requests on behalf of HLO Director. • Serves as HLO Wireless Watchdog Coordinator. • Coordinates ergonomic related requests and purchases. • Participates in office committee meeting as assigned. • May be assigned special projects or brief non-routine assignments within their Division or other Office Divisions.
At all times	NC	E	• Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. • Creates and maintains a work environment that is welcoming and respectful of diversity. • Sets clear guidelines and models expected professional behaviors.

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.

Standard office environment with use of computer and phone for extended periods of time. Office environment requires occasional standing, bending, and maneuvering of less than 25 pounds. Work is frequently interrupted by telephone, staff and applicants who may be hostile or angry with the department's policies or perceived office actions. Must work with multiple priorities and deadlines. Frequent contact with staff, public, stakeholders and others with conflicting priorities.

This position may be eligible for a hybrid (office/remote) role based on management's determination of eligibility and work schedule. To be eligible for a hybrid schedule, staff must have an alternate workplace that meets all applicable technology, security, safety, and software system access requirements, including the ability to protect confidential information. Hybrid work staff must establish and maintain an appropriate environment and schedule when working from an alternate workplace and report regularly to a state office location as determined 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 Administrative Rules (OAR)
- Oregon Revised Statutes (ORS)
- DAS State-Wide Policies and Procedures
- HLO Policies and Procedures
- HLO Desk Reference and Procedure Manuals
- HLO Computer References and User Guides
- OHA Employee Handbook
- SEIU Collective Bargaining Agreement
- Public Meetings and Public Records Law Manual
- Administrative Law Manual
- Administrative Procedures Act
- All Applicable State and Federal Laws, Regulations and Policies

b. How are these guidelines used?

As references and guidelines to provide context and technical instruction in carrying out work assignments and performance of the job. To ensure accurate information is being provided to applicants, licensees, the public, board/council members and other HLO stakeholders. Also used as guidelines in maintaining a professional work environment which ensures accountability in presenting and maintaining a professional attitude and behavior in the workplace.

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?
Management	Telephone, in person, email, fax and written correspondence	Collaborates, answers questions, provides information, clarifies policies, procedures, laws and rules, and seek resolutions.	Daily
Office staff	Telephone, in person, email, fax and written correspondence	Answers questions, provides information, clarifies policies, procedures, laws and rules, and seek resolutions.	Daily
Board/Council members	Telephone, in person, email, fax and written correspondence	Answers questions, provides information, clarifies policies, procedures, laws and rules, and seek resolutions.	Bi-weekly

Governor's office	Telephone, in person, email, fax and written correspondence	Answers questions, provides information, clarifies policies, procedures, laws and rules, and seek resolutions.	Monthly
Representatives from other agencies/ Professional organizations	Telephone, in person, email, fax and written correspondence	Answers questions, provides information, clarifies policies, procedures, laws and rules, and seek resolutions.	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

The primary decisions of this position relate to the hiring and on boarding of both new employees and board members. In addition, this position assists with the coordination of important office projects stemming from changes in Oregon Revised Statutes and Administrative Rules.

Many of these decisions are guided by OHA and office policy, as well as current state laws and rules. Because strict adherence to these guidelines is required to ensure the successful completion of tasks, errors or poor decision making will result in delays in new employee and board member onboarding as well as delays in important policy deadlines. Such delays would not only reduce the office's capacity to serve the public, but may result in rule and statutory violations putting the office at legal risk.

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
CRM3	6999965	In person, email, written correspondence and in meetings.	As needed	Answer questions and provide direction, set priorities, ensure accuracy and completion of work, performance evaluations.

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? N/A
- How many employees are supervised through a subordinate supervisor? N/A
- 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.

- Ability to communicate clearly, both verbally and in writing.
- Must be able to multi-task in a fast-paced environment.
- Proficient in office software, such as MS Word, Excel, Outlook, etc.
- Must be able to conceptualize and complete projects independently.
- Capable of evaluating program operations and services including facilities, workforce development, communications, resourcing, reporting, performance measures and contracting.

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