



**STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION**

Position Revised Date:
10/28/2022

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: C01119 c. Effective Date: 10/28/2022
- d. Position No: 154300/000000043492
- e. Working Title: Executive Support to the Chief Medical Officer
- 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 Johnson
- 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

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 redistributing 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 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.

Oregon State Hospital is a Joint Commission-accredited and CMS-certified public psychiatric hospital which provides services on two campuses to persons committed by the Oregon courts as part of the state mental health system.

OSH Vision: We are a psychiatric hospital that inspires hope, promotes safety, and supports recovery for all.

OSH Mission: to provide therapeutic, evidence-based, patient-centered treatment focusing on recovery and community reintegration, all in a safe environment

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 administrative support to the Chief Medical Officer and Deputy Chief Medical Officer. The incumbent in this position may participate actively in management team meetings and will support decisions that relate to highly sensitive matters. The position requires the ability to effectively communicate with division partners, manage multiple priorities, and follow through with tasks assigned.

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
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50%	R	E	<p><u>Executive Support:</u></p> <ul style="list-style-type: none"> • Maintain the CMO/DCMO calendar, email and advise onsite, of commitments, information and data needed for administrative action. • Anticipate the CMO/DCMO's administrative needs through preparing files, forms, or documents for signature and provide onsite assembly and summarization of reports, data, or information required for official reply. • At the direction of the CMO/DCMO, 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. • At the direction of the CMO/DCMO, draft directives, compose memorandums, letters, or reports for official distribution of directive. • Maintain a tracking and filing systems for maintenance of directives, protocols, procedures, correspondence, reports, guidelines, confidential personnel files, and sub-specialty documents. • Manage and keep current, CMO/DCMO owned TEAMS channels for membership and content. • Prepare invoices for CMO/DCMO's delegated authority authorization through review of itemized charges against executed contracts or agreements ensuring invoices are billed appropriately with deliverables met and assign budgetary coding. • Arrange travel itinerary and accommodations for CMO/DCMO and as a proxy, submit travel and expense claims through the TRIPS system. • Prepare files and documentation to support CMO/DCMO and clinical department activities, maintenance of correspondence, reports, instructions, guidelines, and similar materials frequently referred to. • Distribute products, printed materials, packages or mail for CMO/DCMO and other clinical Chiefs/Directors and disciplines.

35%	R	E	<p><u>Administrative Duties:</u></p> <ul style="list-style-type: none"> • Coordinate and support the Clinical Administration Team (CAT), CMO Huddle, and other CMO/DCMO directed meetings inclusive of onsite support, scheduling, agenda creation document preparation, coordinating and escorting presenters, action tracking, report outs, attendance tracking and minute taking. • Complete assignments and maintain controls necessary for CMO/DCMO activities and reporting outcomes to leadership. • Provide technical assistance to OSH staff in person, written or virtual walk through to OSH's leadership of hospital initiatives, systems, or protocols to resolve common problems or elevate to Technology Services, supervisor or CMO for consistent application of OSH and clinical discipline protocols and policies. • Arrange special events and retreats, obtain approvals, order supplies, create logs, and notify all appropriate stakeholders. • Procure goods and services of special purchasing needs, maintain inventory records, and provide onsite coordination and/or distribution to meet treatment and business needs for both the Salem and Junction City campus. • Performance between the standard office hours of 7am and 6pm to provide coverage within the CMO Administration and offer customer support across all clinical disciplines.
10%	R	E	<p><u>Office Management:</u></p> <ul style="list-style-type: none"> • Follow up as necessary on assignments and actions resulting from telephone calls, emails, and other sources to provide requested information, responding to complaints, or elevate to leadership. • Maintain central filing systems for directives, protocols, procedures, correspondence, reports, guidelines, and sub-specialty documents. • Assist in recruitment activities by arranging travel itineraries accommodations, tours, and facilitating 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), computer assignment in workstation tracker 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 • Provide backup timekeeping tasks in API and WD Payroll for

			<p>staff who report to the CMO.</p> <ul style="list-style-type: none"> • Manage, order, and track inventory of the CMO suite office supplies, equipment needs and maintenance. • 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		Other duties as assigned.
Ongoing	NC	E	<p><u>Cultural Competency and Diversity</u></p> <ul style="list-style-type: none"> • Promotes and fosters a diverse workforce and discrimination/harassment-free workplace • Recognizes value of individual and cultural difference; creates work environment where individual differences are valued. • Consistently treats customers, stakeholders/partners, co-workers with dignity and respect • Values diverse viewpoints
Ongoing	R	E	<p><u>Core Values</u></p> <ul style="list-style-type: none"> • 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.

Professional, fast-paced work environment. Frequent interruptions for emergency/rush projects. Requires ability to set and reset priorities on a daily basis and meet all deadlines. High priority for accuracy and detail. Must maintain patient and staff confidentiality. Work hours subject to change with little notice. May be required to work hours that exceed regular schedule/hours.

Some duties can be performed remotely. In order to be eligible for remote work, staff must have a home office that meets all applicable technology, security, and safety requirements including the ability to provide protection of confidential information accessible from their home office. Security steps may include but are not limited to use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment. Remote workers must establish and maintain an appropriate environment for work purposes. Staff who work remotely may be required to report to OSH as determined by the manager as part of their regular job to perform duties, receive training, or participate in meetings.

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, OHA Policies and Procedures, Health Services Directives, OSH Policies and Procedures, applicable department protocols, other federal laws and

regulations, the Joint Commission Consolidated Standards Manual, and Accreditation for Hospitals, Centers for Medicare and Medicaid standards. Desk reference procedures.

b. How are these guidelines used?

General knowledge of laws, hospital policy and procedures to respond to staff, patients, and the public, and to protect confidentiality and hospital liability. Working knowledge of TJC and CMS standards and requirements as they relate to patient safety.

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?
Program Directors	Phone/in person/written/virtual	Exchange information/provide reports/problem solving	Daily
OSH clinical Chiefs/Directors and discipline staff	Phone/in person/written/virtual	Exchange information/provide reports/problem solving	Daily
General public	Phone/in person	Schedule meetings/information/messages	As needed
Other agencies	Phone/in person/written/virtual	Problem solving/scheduling meetings	Weekly
Program Directors	Phone/in person/written/virtual	Exchange information/provide reports/problem solving	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

Responsible for prioritizing work assignments (often interrupted) in order to meet deadlines and expectations of OSH staff. Responsible for critical decision-making regarding patient and/or staff confidentiality issues at different organizational levels, including decision making on the issues to bring to the Director of the CMO Administration and/or the Chief Medical Officer, both of which may impact primary operations and programs at OSH.

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
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Director of CMO Administration	000000029629	In person or TEAMS meetings and/or email	Daily and as needed	Exchange information, provide updates, resolve issues, and make decisions.
Chief Medical Officer	000000001102	In person or TEAMS meetings and/or email	Daily and as needed	Exchange information, provide updates, resolve issues, and make decisions.

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.

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

2/24/23

Date