



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
11/9/2021

Agency: Oregon Health Authority

Division: Office of Program Integrity

☐ 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: Principal Executive Manager D
- b. Classification No: X7006 c. Effective Date: 4/8/2019
- d. Position No: _____
- e. Working Title: Manager, Program Integrity Audit Unit (PIAU)
- f. Agency No: 44300
- g. Section Title: OHA Office of Program Integrity, Fiscal and Operations Division
- h. Employee Name: _____
- i. Work Location (City — County): Salem/Marion
- j. Supervisor Name: Fritz Jenkins
- 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.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. The agency is comprised of eight divisions: Agency Operations, Equity and Inclusion, External Relations, Fiscal and Operations, Health Policy and

Analytics, Health Systems, Oregon State Hospital and Public Health. The Oregon Health Policy Board (OHPB) serves as the policymaking and oversight body of OHA and is responsible for working towards comprehensive health reform in our state. The nine-member board is comprised of community members from across the state who have an interest in health and health care and have strong relationship with the communities they serve.

OHA's overall vision is ***"A healthy Oregon."*** The OHA mission is ***"Ensuing all people and communities can achieve optimum physical, mental and social well-being through partnerships, prevention, and access to quality, affordable health care."***

OHA's strategic goal is to eliminate health inequities in Oregon by 2030. Oregon will have established a health system that creates health equity when all people can reach their full health 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.

Health inequities are differences in health that are not only unnecessary and avoidable but, in addition, are considered unfair and unjust. Health inequities are rooted in social injustices that make some population groups more vulnerable to poor health than other groups.

OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability, and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency.

This PEM D manages a team of mid-and upper level professionals (majority with bachelor's degrees, some with master's degrees, a Certified Public Accountant, and a register nurse), providing guidance, oversight, monitoring and education to external agencies, programs, providers and stakeholders regarding OHA program integrity efforts to prevent, detect, identify and investigate fraud, waste and abuse, specifically in the \$8 billion dollar per year Oregon Medicaid program. This management position is a key advisor to internal managers and agency executives on program integrity operations and risk vulnerabilities to the Agency. This position will have knowledge and experience of federal and state level Medicaid operations. Knowledge of Medicaid operations within the Oregon Health Authority (OHA), the Oregon Department of Human Services (ODHS), and other state agencies is critical to the operational objectives of the Office of Program Integrity (OPI), as set by federal and state statutes, administrative rules and agency policy. Within these regulatory boundaries, this position has the ability to change the scope of medical and financial audit operations in the performance of their duties. This position will also be responsible for assisting the OHA in implementing the Strategic Plan and achieving health equity by 2030 through knowledge, experience, collaboration, and understanding of impact of historical and contemporary injustices.

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 leadership and direct management supervision to the mid to upper-level professional auditors in the Program Integrity Audit Unit (PIAU) in the Fiscal and Operations Division of OHA. This is a management level position within OPI and works closely with all levels of OHA executives and managers on audit, regulatory, compliance and program integrity issues,

as well as Tribes, community members, customers, patients, stakeholders, vendors, and community partners on those same and similar issues.

This position directly supervises the professional audit staff of the PIAU, directs and monitors the work of the professional audit staff to ensure work is completed as assigned or detailed in the PIAU strategic plan. This position leads in the preparation and execution of the PIAU audit plan for OHA. This position is responsible for coordinating the various audits and develops consistent, effective, and efficient work processes, procedures, and practices. This position ensures those processes, procedures and practices are clearly and specifically aligned with the Agency goal of eliminating health inequities by 2030.

This position is responsible for assisting in the coordination of, contributing to and participating in program integrity activities and functions in OHA and with partner agencies and community providers where Medicaid funds are invested. This position acts as a liaison with federal, state and stakeholder partners, and provides specialized information, analysis and interpretation on the implementation and application of program integrity federal, state and agency regulatory requirements. Examples of stakeholder partners include Centers for Medicare and Medicaid Services (CMS), the U.S. Office of Inspector General (OIG), the U. S. Government Accounting Office (GAO), the U.S. Attorney's office, the Oregon Department of Justice, and professional organizations such as the Oregon Board of Medicine and the Oregon Board of Nursing. This position may serve as a contract administrator as needed.

This strategic leadership position is integral to the integrity of Oregon's Medicaid funding, which ultimately impacts the health and access to services by over one million Medicaid beneficiaries in Oregon, who originate from racially, ethnically, culturally, age, gender- and ability- diverse communities throughout the state. It is critical that the incumbent have experience in and can demonstrate understanding of PIAU's role in advancing health equity and addressing systemic health disparities.

This position assists the OHA Administrator for Program Integrity in the development, preparation, and monitoring of the PIAU budget and OPI budget. This position also assists in the development of responses to budget and revenue projection requests. This position leads in the development of the PIAU audit plan and assists the Administrator in the development of the OHA Program Integrity Strategic Plan. This position performs a variety of typical management functions, including conducting staff meetings, preparing written reports, resolving disputes, reviewing information and legislative activity related to program integrity. This position has a responsibility to proactively create an inclusive environment for all staff, including those from diverse backgrounds. This position is responsible to ensure LEAN activities are thoughtfully and thoroughly implemented and carried out.

This position is responsible for representing PIAU in a range of stakeholder workgroups and committees internal and external to OHA, related to audits, program integrity, and federal, state and agency regulatory requirements, such as with the OHA Quality Health Outcome Committee and the Oregon Association of Health and Hospital Systems. This position is on the forefront of recruiting, retaining, and promoting a qualified, diverse workforce and an inclusive workplace environment for the OHA Fiscal and Operations Division and the overall agency.

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
75	R	E	<p>Leadership and Administration of PIAU Operations</p> <ul style="list-style-type: none"> • Assign audits, reviews, program oversight and monitoring activities for OHA Program Integrity staff to prevent, detect, identify, and investigate fraud, waste and abuse • Develop, amend, and supervise OHA audit and review procedures, protocols, and practices primarily for Medicaid operations across all stakeholders • Review and coordinate policy and practice objectives to carry out OHA goals and responsibilities for program integrity regulatory-driven practices with internal and external partners • Consult with the Administrator on OHA Program Integrity priorities to ensure the most effective and efficient provisions of program integrity functions in preventing, detecting, identifying, and investigating fraud, waste and abuse • Assists with and provides specialized information in the interpretation of federal and state statutes, rules, and waiver regulations as they pertain to program integrity operation specific to Medicaid operations • Assists the OHA Office of Program Integrity in developing and implementing program integrity policies, procedures, and program priorities to determine the most effective utilization of resources to carry out OHA goals and objectives in the provision of comprehensive program integrity operations • Leads cross-agency complex and politically sensitive audits and reviews of programs funded by Medicaid

			<ul style="list-style-type: none"> • Determines audit and review targets, schedules, and applicable standards to be employed in audits, reviews, and program evaluations • Ensure federal and state level audits and reviews are being completed, corrective action is taken, and recovery or cost avoidance of Medicaid funds is accomplished • Ensure the effective implementation of policy, procedures, and program priorities for Medicaid operations consistent with federal and state statutes, rules, and waiver requirements, with flexibility to change scope in keeping with the most leading-edge procedures to prevent, detect, identify and investigate fraud, waste and abuse • Works with other agency management and supervisory staff, program leaders and other stakeholders in understanding audit and review responsibilities, corrective action activities, and long-term compliance procedures • Develop corrective action plans for compliance when results of audits or reviews determine it to be necessary • Identify and collaborate on data analytic fraud, waste and abuse operations • Assist the OHA Administrator for Program Integrity in budgeting, identifying needs, and setting priorities for the Office of Program Integrity in its mission to prevent, detect, identify, and investigate fraud, waste, and abuse
15	R	E	<p>Supervision of PIAU Operations</p> <ul style="list-style-type: none"> • Directs and schedules the work of audit and review staff • Identify training needs of staff and provide technical guidance and/or on-the-job training as needed • Identifies training and educational opportunities for external state and local agency partners on program integrity topics and responsibilities • Schedules and completes personnel actions (e.g. performance appraisals; leave requests; hiring) • Prepare performance appraisals and Employee Development Plans (EDPs) for supervised staff • Provides written documentation and reports to OHA and external partner agencies regarding oversight, monitoring and compliance issues related to Medicaid operations • Ensure staff audit and review work identifies ways to improve operations and recommends solutions for improved effectiveness and efficiency

10	N	E	Management and Professional Development <ul style="list-style-type: none"> • Serve on multiple committees, workgroups, and operational groups internal and external to OHA, regarding program integrity oversight, monitoring, and compliance responsibilities, such as the OHA Quality Health Outcomes Committee and the OHA Strategic Plan Workgroup • Serve as expert for Medicaid program integrity operations with external partner agencies and their provider communities • Participate in continuing education training and seminars as required or requested to maintain proficiency • Study federal and state regulatory advisories and changes, including program integrity advances in auditing and data analytics
At all times			<ul style="list-style-type: none"> • Demonstrates recognition of the value of individual and cultural differences; creates a work environment where talents and abilities are valued. The holder of this position will consistently treat Tribes, community members, customers, patients, stakeholders, vendors, community partners and team members with dignity and respect and will demonstrate recognition of the value of individual and cultural differences • Sets clear guidelines and models expected office <i>professional behaviors. Establishes and maintains clear methods for reporting inappropriate actions</i> • Create and maintain an inclusive environment for all staff

Ongoing			<ul style="list-style-type: none"> • Maintain and advance commitment to ongoing personal development on the topics of anti-racism, elimination of health inequities, trauma-informed and resiliency practices, social determinants of health and equity, universal accessibility, and development of diverse and inclusive work environments.
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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.

Work is performed in a highly visible, professional office or remote work environment. This work may require irregular hours (i.e. weekends; holidays; nights). In and out of state travel for job-related purposes will be required. This position may be performed in a typical office setting with a mix of cubicles and private offices, or in a remote setting as approved by the OPI Administrator. Due to the confidential nature of the work of PIAU, and the necessary security protections of the required information, there are a number of meetings that require in person attendance. For certain other meetings, secure electronic meetings and briefings; emails; telephonic or secure internet meetings may be appropriate.

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:

Code of Federal Regulations (CFR), primarily Section 42
OMB Circulars
Social Security Act
GAO Government Auditing Standards
Generally Accepted Accounting Principles and Standards (GAAP)
Oregon Revised Statutes
Oregon Administrative Rules
Applicable program transmittals and guidance
State of Oregon Medicaid State Plan
CMS State Medicaid Manual
Oregon Medicaid Waivers
CMS guidance and pronouncements (SMDL, SHO)
Medicaid program integrity guidance and operational best practices
OHA Strategic Plan and Health Equity resources
OHA and ODHS administrative policies, procedures, and contracts
OHA and ODHS organizational structures
Coordinated Care Organization contract(s)
Other state and local agency Medicaid operations
CMS program integrity guidance and educational materials

b. How are these guidelines used?

These guidelines are used in the everyday performance of the PEM D position within the OHA Office of Program Integrity

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 Executive and Program Management	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Discuss program integrity operations and cross-agency responsibilities	Daily
ODHS, other state and local program management	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Discuss program integrity operations and cross agency responsibilities	Daily
Other Medicaid operations staff	In person and electronic meetings and briefings;	Discuss program integrity operations and cross-agency	As needed

internal and external to OHA	emails; telephonic or secure internet meetings	responsibilities	
CCO Management; compliance officers	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Discuss program integrity operations	As needed
Law enforcement; DOJ/MFCU	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Discuss referrals, audits, investigations, fraud, waste and abuse allegations	As needed
Rules coordinators; waiver program leads	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Discuss program integrity operations; reviews and audits	Daily
CMS Program Integrity staff	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Discuss state-level program integrity responsibilities; federal reviews and audits; fraud, waste and abuse schemes	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the relationship of these decisions to the agency's vision, mission, strategic plan and health equity definition. Be sure to explain how these decisions affect Tribes, communities of color and other communities most harmed by health inequities.

The PEM D will exercise independent decision-making responsibility for the coordinating and directing of all aspects of audits and reviews, cross-agency program integrity operations and fraud, waste, and abuse investigations under the general guidance of the OHA Administrator for Program Integrity. The position will make decisions that will have implications to the compliance and corrective actions of various state and local agencies where Medicaid funds are expended. The decisions of this position will have significant impact on the prevention, detection, identification and investigation of fraud, waste, and abuse in Oregon's \$8 billion dollar per year Medicaid program. This position will have an integral role in promoting and advancing OHA's vision and mission. The position will invest in the advancement of OHA's strategic plan and in the elimination of health inequities by ensuring the compliance and audit operations maintain a focus on health equities. The position must determine subordinate's level of understanding and provide appropriate guidance and training as requested.

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
Principle Executive Manager G	1010530	Collaborative discussion; provide assignment; evaluate work; coordination of work activities with other OHA program integrity staff	Daily	Ensure work is being effectively and efficiently accomplished; safeguard the program integrity operations of the Oregon Medicaid program

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 14
- 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 checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepare 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.

- Three or more years of experience with auditing or program performance reviews.
- Strong working knowledge of federal and state level Medicaid Program Integrity operations and requirements as well as the prevention, detection, identification and investigations of fraud, waste, and abuse.

- Experience using data analytics applications in the prevention, detection, identification and investigation of fraud, waste, and abuse.
- Knowledge of program integrity theory and application.
- Excellent customer service and all types of communication strategies and skills to deal with differing opinions related to program integrity, oversight, and monitoring.
- Ability to interpret complex federal, state, and other regulatory principles.
- Experience in advancing health equity, addressing systemic health disparities and advancing the mission of OHA or other organization with the same or similar mission.

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