



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
9/1/26

This position is:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Oregon Public Health Division

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Program Analyst 2
- b. Classification No: C0861 c. Effective Date: 10/16/24
- d. Position No: 0000497/ WD: 35803
- e. Working Title: HIV Care & Treatment Compliance Specialist
- f. Agency No: 44300
- g. Section Title: HIV-STD-TB
- h. Employee Name: VACANT
- i. Work Location (City — County): Portland – Multnomah
- j. Supervisor Name: Heather Blake
- 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 (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 relationships with the communities they represent.

OHA Vision: A healthy Oregon.

OHA Mission: Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

To fulfill OHA's vision and mission, the agency is developing a strategic plan with a single overarching goal: eliminate health inequities in Oregon by 2030.

OHA definition for Health Equity:

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.*

Core Values: Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

The Office of the State Public Health Director

The Office of the State Public Health Director (OSPHD) guides the strategy, operations, and policy of public health programs within the division, and assures an effective and coherent public health system for Oregon. This includes extensive interactions with a range of state and local agencies and organizations, health care providers, federal agencies, and the private sector.

The Division's work affects all Oregonians. Many of the programs overseen by the Office of the State Public Health Director are administered in collaboration with Oregon's 34 local health departments, healthcare systems and partners. The Division has approximately 700 FTE and is responsible for oversight of \$524.3 million biennially.

Under the leadership of the Office of the State Public Health Director, the Division is organized by three centers:

The Center for Health Protection

The Center for Public Health Protection protects the health of individuals and communities through establishing, applying and ensuring reliable compliance with regulatory and health-based standards. The Center's diverse programs work closely with other federal, state and local agencies, regulated entities and active stakeholder groups. The Center's work emphasizes continuous process improvement, technical assistance, scientific assessment, ongoing monitoring and risk communication to protect the health of all people in Oregon.

The Center for Prevention and Health Promotion

The Center for Prevention and Health Promotion houses community-oriented preventive clinical and community health services and supports the policy, systems and environmental changes that promote good health. This Center guides and supports healthy communities through data collection, analysis and reporting; by supporting the Governor's priorities around tobacco, obesity and early learning; and, by acting as a point of contact with the healthcare system on certain key clinical prevention practices. This center will work with many partners, including local public health, childcare facilities, schools, worksites, healthcare providers, transportation, and the private sector to ensure that we reduce preventable injury, illness, and death and promote good health.

The Center for Public Health Practice

The Center for Public Health Practice provides services to prevent and control diseases, monitor vital events, and assure an effective statewide public health system. CPHP programs work closely with local and tribal governments, community partners, and the public to protect and improve the health of all people in Oregon. Special emphasis is placed on communicable diseases, including epidemiology, laboratory testing, immunization, and other community control measures. CPHP screens all newborn infants for biochemical disorders to prevent disability or death and collects and analyzes vital record data to monitor health trends. The quality of statewide public health services is assured through consultation, planning, review, and accreditation of state and local agencies.

This Center's work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon's local health departments. This center has approximately 245.9 FTE and a total estimated biennial budget of \$93.9 million.

Human Immunodeficiency Virus (HIV), Sexually Transmitted Disease (STD), Tuberculosis (TB) Section.

The Center for Public Health Practice, HIV/STD/TB (HST) Section works to reduce the rates of gonorrhea, syphilis, and chlamydia infections, eliminate new HIV infections, improve health outcomes of persons living with HIV, and reduce the incidence of tuberculosis (TB) disease among Oregonians.

In Oregon, incidence and access to prevention and treatment services related to HIV, STD, and TB demonstrate the effects of social determinants of health and intersectionality and the need for improved health equity:

- People of color are overrepresented in HIV, STD, and TB diagnoses.
- HIV and TB disproportionately affect persons experiencing homelessness, persons with a history of incarceration, and persons who use drugs.
- Women, younger people, and people of color are less likely to be prescribed HIV pre-exposure prophylaxis (PrEP).
- Among people living with HIV, younger people, people of color, people who inject drugs and people living in rural Oregon counties are each less likely to be virally suppressed.

HST programs include HIV Surveillance, HIV Prevention, STD Prevention, the Tuberculosis Program, HIV Community Services, Oregon Housing Opportunities in Partnership and CAREAssist. The Section is responsible for data collection and surveillance activities, data

dissemination, epidemiologic analysis, facilitating community led planning, coordinating disease intervention and contact notification, ensuring access to treatment, managing client service programs, providing education and technical assistance.

Our work strives to:

Ensure equal opportunity to achieve the highest attainable level of health for all populations through policies, programs and strategies that respond to the cultural factors that affect health. Correct historic injustices borne by certain populations. Prioritize development of strong cultural responsiveness by public health organizations.

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 develop, monitor and maintain the HIV Care and Treatment Compliance Plan, to ensure programs and services comply with state and federal guidance. This includes direct, onsite program monitoring and coordination of fiscal monitoring for external contracts. Position also develops compliance-related tools and monitors and analyzes performance and outcomes, and provides technical assistance to support compliance with the HIV Care and Treatment Program.

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
55%	R	E	<u>Contracts Monitoring & Compliance</u> - Analyze local, state and federal rules/laws/guidance and federal reporting requirements and ensure consistency across program service guidelines and policy. - Plan program and fiscal contract monitoring timelines for all HIV Care & Treatment and, as necessary, End HIV Oregon contracts. - Reconcile program data, fiscal data and fiscal reports submitted by contractors to ensure programmatic compliance. - Lead development of program and fiscal reporting forms, tracking and notification processes and tools to collect contractor reports and provide technical assistance and training; analyze and review reported outcomes for internal use and state/federal reporting. - Develop and analyze reports produced from data collection systems (including CAREWare) related to program, fiscal, and contractor compliance and reporting activities for internal and external users. - Advise contractors of data collection requirements to ensure accurate reporting and grant accountability. Provide technical

			assistance and training to contractors to improve data quality and reliability. • Lead annual contractor site visits and chart review. Develop tools and analyze data to prepare and provide written and oral site visit reports. Track and follow up on outstanding compliance findings until the identified issues are resolved. • Present outcomes of site visits to staff. Identify recommendations to improve guidance documents used by providers. • Represent HIV Care & Treatment in Public Health Division meetings associated with program review processes. • Develop standards, procedures, strategies, and corrective plans to guide compliance activities and achieve compliance when findings are confirmed. • Provide or coordinate technical assistance as necessary to ensure corrective plans and recommendations may be implemented. • Organize and facilitate the HIV Care & Treatment Contractor Monitoring Committee and other compliance related meetings. • Prepare special reports related to service utilization outcomes and compliance related activities.
20%	N	E	<u>Grants & Reporting</u> • Respond to requests for information associated with program monitoring, compliance processes and results. • Understand, attend trainings, and assist with other grants/reporting requirements to ensure cross training with grants coordinator. • Act as back-up for federal reports submission. • Monitor use of Program Income generated by Ryan White Part B grant for compliance with grant legislative and program guidance. This includes HIV Care & Treatment contracts, End HIV Oregon contracts and internal programming.
20%	N	E	<u>Program Development and Compliance</u> • Develop internal guidance, protocols, and Standard Operating Procedures (SOPs) related to program compliance. • Develop and enhance monitoring activities, tools, and compliance documents for projects and programs. • Participate in quality management and program development activities. • Convene and/or participate in planning meetings necessary to advance program goals. • Lead annual OHOP peer chart review. Develop tools, analyze data and provide recommendations based on outcomes.

5%	NC	E	• Participate in staff meetings • Participate on and/or facilitate various work groups with state and local partners on developing guidelines across agencies on areas of expertise. Participate on related committees and workgroups as relevant and requested. • Other duties as assigned by program management
At all times	NC	E	• Approach work from health equity lens, seeking to address disparities which exist in communities most impacted by HIV/STD/TB. • Consistently treat clients, customers, stakeholders, partners, vendors and co-workers with dignity and respect. Create 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.

Must have the ability to travel/drive vehicle to perform program business. Job duties will require occasional traveling, evening and weekend work. Extensive use of computer systems. Must have experience working with Microsoft Office Suite and database systems. The work of this role may be conducted remotely with full access to the needed operating systems and technology. There are times that the work will need to be conducted onsite.

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

Oregon Revised Statues

Ryan White Modernization Act of 2006 and amendments

HRSA/HIV AIDS Bureau Quality Management TA Manual and additional guidance

National Quality Center

Oregon Ryan White Part B Standards and Support Services Guide, and other guidance

OHOP Policy and Procedure

HRSA & HUD Rules, Regulations and Guidance

Contracts rules

HIPAA

Personnel Rules

Oregon Health Authority and Department of Administrative Services Policies

Database Manuals

Special Projects of National Significance rules/regulations

Grant Application Guidance and Reporting Requirements

How are these guidelines used?

Guidelines will be used as guidance to this position while performing work described above.

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?
Federal, State, and County personnel	Phone/In person/Email	Gather and share information to advance program goals/objectives.	As needed
OHA contractors	Phone/In person/Email	Gather and share information to advance program goals/objectives.	As needed
Non-government data systems managers	Phone/In person/Email	Gather information as required by contract or as needed for document preparation.	As needed
Other partners	Phone/In person/Email	Gather and share information to advance program goals/objectives.	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Actions and decisions made by this position will contribute to the overall success and quality of the program. Types of decisions include the following:

- * This position will develop timelines and work activity schedules and makes independent decisions regarding work priority, project timelines and necessary assignments.
- * This position will determine the scope and type of information and data needed and determines the best mechanism to obtain information to complete work activities.
- * This position will decide how written reports should be displayed and presented.
- * This position requires the ability to utilize and navigate program databases to conduct monitoring activities, recommend modifications, implement modifications and track outcomes.

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
Public Health Manager 2	0000556	Verbal, written	Annual or more Frequently	Performance Appraisal, Monitoring, Quality Improvement

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?

- | | |
|--|---|
| ☐ 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.
- Registration in the Health Alert Network (HAN) to receive important public health alerts and emergency notifications.
- Technology skill set to keep all data secure whether working onsite or remotely.

- Process skills which include facilitating, problem solving, mentoring and coaching
- Formal quality improvement training and/or certification
- Excellent written and oral communication skills
- Excellent organizational, facilitation and team building skills

Experience in:

- MS Office, which included MS Word, Excel, and Powerpoint.
- Analyzing data sets and have ability to comprehend various data definitions.
- Interpreting and applying Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR)
- Interpreting and applying federal (ie HRSA and HUD) guidance and regulations
- Data collection, analysis, and quantitative reporting of results
- Leading quality improvement initiatives is preferred
- Public speaking and giving in person and virtual presentations
- Project management, leading and taking initiative
- Consensus-building, collaboration-building, and strategic planning.

Ability to:

- Communicate diplomatically with a variety of stakeholders, in verbal and written forms.
- Remain organized and manage multiple deadlines at one time.

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