



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 by 2030.

The Health Policy & Analytics Division (HPA) 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 interested partners 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 Health Policy & Analytics Division provides leadership, balanced information, and data analysis to support policy development, program implementation, and system evaluation. HPA is organized into seven offices: the Office of Health Policy; the Office of Delivery Systems Innovation; the Office of Health Analytics; the Office of Health Information Technology & Analytics Infrastructure; the Public Employees Benefit Board and the Oregon Educators Benefit Board; the Oregon Health Insurance Marketplace, and the Office of Business Operations. The Division is responsible for providing agency-wide policy development, strategic planning, clinical leadership, and statewide delivery system technology tools to support care coordination, health system transformation support, and health system performance evaluation reports.

This position resides within the Office of Health Information Technology & Analytics Infrastructure (OHITAI) of the Health Policy and Analytics (HPA) Division, but it supports both OHITAI and Office of Health Analytics teams. OHITAI combines HPA's health IT, data systems, and analytics infrastructure work under one reporting structure. Several OHITAI teams provide critical support for HPA's health analytics and metrics work. All teams play important roles in broader OHA work related to technology, data, and systems, such as health information technology leadership, REALD and SOGI reporting, and data and IT infrastructure governance.

**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 will work within a Data Equity team that works in partnership with HPA data analysis and reporting teams, and teams from the Equity and Inclusion Division (E&I) and the Office of Information Services (OIS). These teams work together to create and maintain analytical processes for the collection and storage of data for race, ethnicity, language and disability (REALD) and sexual orientation and gender identity (SOGI) in the REALD & SOGI data repository / information system, and the development of external reporting and data sharing processes that include and use REALD & SOGI data for the purpose of detecting and addressing inequitable health outcomes across REALD & SOGI disadvantaged populations. The HPA Data Equity team will a) develop documentation and business rules for REALD & SOGI data collection, b) fulfill HPA's requests for REALD & SOGI data by querying and matching repository data, merging and sharing datasets, c) support an agency-wide REALD & SOGI data governance committee, d) establish data use and sharing processes with internal and external partners and organizations that follow confidentiality and privacy laws, and e) build and maintain relationships with interested parties.

**The purpose of this Business Systems position is A) to lead business analysis and technology initiatives and activities in support of House Bill 3159 and the legislatively mandated implementation of a statewide REALD & SOGI data repository / information system, and B) to lead and ensure effective analysis and implementation of data and business initiatives for the HPA Data Equity REALD/ SOGI program.** These initiatives usually involve business transformation and information technologies and are critical to support the agency's mission and health equity and strategic goals. Other key responsibilities of this position include:

- Providing specialized REALD& SOGI and data equity expertise and assistance to HPA research, data and analytics teams, and other OHA business and IT programs.
- Documenting HB 3159 REALD and SOGI business and data requirements and data integration processes, providing requirements and validation for data reports, and developing methodologies for estimating data quality and completeness.

This position will use independent judgment and consultation with partners, customers and HPA management to ensure effective implementation of information technologies and business processes in support of the mission and goals of the HB3159 legislation, the REALD & SOGI data repository / information system implementation project, and the HPA Data Equity REALD/ SOGI program. This position can lead or support any phase of business process or technology improvement projects and initiatives including planning, requirements definition and approvals, contracting, oversight of system development or configuration activities, testing, data verification, training, user adoption, organizational change management, and production support.

This position provides support to strategic planning, policy analysis, and operational improvement efforts. This position supports senior staff and management by researching and providing objective information for policy and operational decisions. Primary functions of this position include analyzing and evaluating existing or proposed policies with recommendations for leadership, developing informational documents and meeting materials for internal and external stakeholders, developing and documenting work plans, creating stakeholder engagement materials, and assisting with facilitation of stakeholder meetings. The position monitors, analyzes, and interprets federal, state and agency policies and standards, which may include tracking new bills, regulations, and administrative rules, as well as developing rules and procedures for programs.

This position will play an integral role in supporting HPA’s contribution to OHA’s 10-year goal of eliminating health inequities. This position works with analytic and program staff across the Office of Health Analytics, the Health Policy & Analytics Division, other OHA divisions such as Equity and Inclusion Division, Office of Information Services, Medicaid Division or Behavioral Health Division, as well as the Oregon Department of Human Services.

The position requires strong project management, analytical and interpersonal skills, and poise. The incumbent will have a substantial amount of autonomy requiring exceptional skills in self-direction, as well as navigating complex situations and competing demands. Issues and recommendations within the purview of this position will be highly visible and potentially controversial to OHA and ODHS Leadership, health care constituents, state agencies, external organizations, and the Governor’s Office. The results of this work will impact significant levels of OHA operations and have far-reaching implications for community-based committees and other groups interested in the reporting of REALD & SOGI data.

### 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  |
|--------------|--------|------|---|
| At all times |        | E    | <p><b>Align Conduct With OHA’s Values and 10-year Goal</b></p> <p>Consistently treat customers, interested audiences, partners, vendors, and co-workers with dignity and respect. Contribute to a work environment that respects and accepts diverse people and perspectives. Model professional behavior. Interrupt and report inappropriate behaviors, especially those in violation of policy.</p> <p>Contribute to a positive and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures.</p> <p>Promote and actively participate in OHA’s 2030 goal of eliminating health inequities.</p> |

|              |   |   |   |
|--------------|---|---|---|
| At all times |   | E | <p><b>Coordination and Cross-Training</b></p> <p>Communicate and coordinate with coworkers within the Office of Health Analytics. Identify areas for collaboration and creating efficiencies by eliminating duplication and increasing efficiency and effectiveness of information gathering and dissemination. Work in a team-oriented environment with shared decision making and cooperative interactions among staff and management.</p> <p>In consultation with manager, establish and enact a plan for becoming skilled at specified tasks outside of this position's usual job duties.</p>   |
| 25%          | R | E | <p><b>Project Management:</b></p> <ul style="list-style-type: none"> <li>• Perform project leadership or management functions in agency data, process and systems improvement projects; Identify potential risks and difficulties, and design strategies to mitigate or avoid them. Recommend changes to project plans including scope, timeline, or resource adjustments.</li> <li>• Lead coordination, analysis and implementation of cross-functional improvement efforts, including technical project work, systems planning, requirements definition, documentation and validation, and user acceptance testing.</li> <li>• Plan REALD and SOGI data, process and system operational improvement and legislative projects and comprehensive research studies on REALD &amp; SOGI data quality; identify project scope, required training and resources. Recommend project budget and spending plan.</li> <li>• Collaborate with stakeholders and follow contracting policies and guidelines to develop contractor scope of work and statement of work documents; evaluate responses from contractors. Review and provide feedback on contractor deliverables.</li> <li>• Verify, monitor, and track project deliverables, budget, schedule and performance, coordinate project activities with internal teams and stakeholders.</li> <li>• Develop project plans through the planning phase and provide coordination during execution and monitoring phases. Partner with project areas during the initiation and close out phases to ensure project goals are set and completed.</li> <li>• Report out on project progress as needed. Present project status, evaluations and recommendations to staff and management to successfully accomplish project initiatives, goals, and objectives.</li> <li>• Lead project team meetings dealing with problem identification and resolution.</li> </ul> |

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|     |   |   | <ul style="list-style-type: none"> <li>• Lead or assist new project or team member orientation session.</li> </ul>   |
| 45% | N | E | <p><b>Systems, Data and Business Analysis:</b></p> <ul style="list-style-type: none"> <li>• Analyze business, data and system processes using all types of available documentation (policies, flowcharts, swim-lanes, narratives, etc.). Create and maintain business and/or process documentation including diagrams, narratives, and workflow charts.</li> <li>• Create and maintain HB3159 IT solution and project, and REALD &amp; SOGI data management documentation materials.</li> <li>• Create and maintain Data Equity program business documentation materials (governance charters, Data Use Agreements, policies, procedures, prioritization lists, check-lists, etc.).</li> <li>• Develop functional and system requirement specifications; use cases, user stories, requirement traceability matrices, and status reports. Facilitate the requirements gathering, documentation and validation process with all stakeholders using multiple techniques such as: leading meetings to develop/review system requirements and business design documents, detailed requirements analysis, workshops, interviews, and surveys. Translate stakeholder's business needs into functional and system requirements.</li> <li>• Plan and participate in HB3159 data and system testing initiatives. <ul style="list-style-type: none"> <li>○ Plan and develop system testing approaches.</li> <li>○ Develop system test plans, test cases and scripts.</li> <li>○ Coordinate system testing with other users.</li> <li>○ Conduct system testing against test plans.</li> <li>○ Analyze, consolidate and document system test results.</li> <li>○ Report system test results and follow up actions to project management/ leadership.</li> </ul> </li> <li>• Create and maintain Data Equity program training materials and documentation. Deliver training through remote or in-person training events (webinars, class-room led trainings, etc.).</li> <li>• Design or organize Data Equity program internet and intranet site structure, information and content. Create, update and maintain website content and documentation.</li> <li>• Create and present project, data and business reports to senior management, project and program managers.</li> <li>• Scope of systems and business analysis functions includes: <ul style="list-style-type: none"> <li>○ HB3159 IT project business and system requirements.</li> <li>○ Agency-wide REALD /SOGI data collection, analysis and processing, reporting and sharing processes.</li> </ul> </li> </ul> |

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|     |    |   | <ul style="list-style-type: none"> <li>○ Data Equity program business processes and procedures.</li> <li>○ REALD / SOGI Data integration requirements with other systems.</li> <li>○ Data Equity and REALD/ SOGI governance documentation</li> </ul>  |
| 15% | NC | E | <p><b>Legislative and Policy Analysis:</b></p> <ul style="list-style-type: none"> <li>● Provide high level, independent and comprehensive research and policy analysis.</li> <li>● Compile analysis results in a clean, professional and understandable documented format.</li> <li>● Learn, interpret and maintain knowledge of relevant federal, state administrative and information technology policies, rules and regulations.</li> <li>● Evaluate analysis findings and prepare consultative advice and/or recommendations for policy development/revision and interpretation; and ensure statutory compliance.</li> <li>● Evaluate statutes, legislative and executive intent, and related operating procedures; research and prepare background information on legislative proposals for use by executive management; recommend agency position.</li> <li>● Evaluate potential policies and weigh recommendations that would affect statewide private and public health care policy direction.</li> <li>● Evaluate data from different state and private programs and initiatives to identify trends, implementation issues, and overall support statewide (public sector and private sector) for proposed policies.</li> <li>● Independently prepare policy briefs and other informational tools.</li> <li>● Assist in development efforts of policy concepts, strategic planning, and coordinate planning initiatives.</li> <li>● Evaluate effects of legislation on Oregon and agency programs.</li> <li>● Interpret and explain regulations, policies, and procedures to agency staff.</li> <li>● Review and analyze bills introduced during legislative session; evaluate impact to programs and operations. Write background materials to support agency testimony.</li> <li>● Elicit and document policy issues and needs from internal and external partners.</li> <li>● Assist in all preparations for policy development stakeholder meetings including meeting logistics, communications,</li> </ul> |

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|         |    |   | <p>materials development, documenting notes, and synthesizing information from meetings.</p> <ul style="list-style-type: none"> <li>• Work with management and senior staff to coordinate and propose needed legislation or administrative rules.</li> </ul>   |
| 10%     | N  | E | <p><b>Program and Project Strategic Planning:</b></p> <ul style="list-style-type: none"> <li>• Lead workgroups of customers, managers and partners to develop or assist in the development of long and short-range work plans and operational plans to accomplish project and program goals, milestones and objectives.</li> <li>• Provide vision and leadership to program and project strategic planning efforts in complex environments that integrate multiple systems and solutions from OHA / ODHS Divisions and external organizations (State, County, Federal and community organizations).</li> <li>• Provide assessment of new technology architecture solutions new to the agency including cloud hosted solutions and hybrid solution architectures that require integrating solutions, services and software components. This position leads the evaluation of HB3159 system and data capabilities and functionalities, assessing customer usage of the system, and developing strategies to respond to technology opportunities and trends.</li> <li>• Research and analyze data equity methodologies and frameworks, tools and program operations of external organizations including Federal and state agencies, counties, community based and private organizations.</li> </ul> |
| 5%      |    | E | <p><b><u>Other assignments</u></b> as determined by the Director of Health Analytics.</p>  |
| Ongoing | NC | E | <ul style="list-style-type: none"> <li>• Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.</li> <li>• Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations.</li> <li>• Develop good working relationships with division and agency staff and supervisors through accomplished duties and in identifying and resolving problems in a constructive manner.</li> <li>• Demonstrate openness of constructive feedback and suggestions in an effort to strengthen work performance.</li> <li>• Contribute to a positive, respectful and productive work atmosphere.</li> </ul>  |



## 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 requires the ability to work remotely and maintain good communication with management, co-workers and interested audiences. There is daily work on a desktop computer for extended periods of time; on-site office work is done in open cubicles. There are frequent interruptions, demanding time frames, and the need for extended hours during peak work periods and Legislative Sessions. At times, this position works with groups composed of individuals with diverse viewpoints. There may be some in-state travel.

## 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:**

- Centers for Medicare & Medicaid Services (CMS) regulations and guidance related to Medicaid and technology.
- 1115 and other waivers granted by the federal government to OHA as relevant.
- State rules and laws, including Oregon Administrative Rules (OAR) and Oregon Regulatory Statutes (ORS) as relevant.
- EIS(DAS) and OHA (OIS) IT policies and guides
- OIS Software Development Life Cycle (SDLC) and Dev Ops methodologies and processes
- National and state confidentiality and privacy policies, rules, standards, and guidelines such as HIPAA.
- Business Analysis Body of Knowledge (BABOK), industry standard for business analysis.
- DAS and OHA Project Management standards
- Project Management Institute's (PMI) Guide to the Project Management Body of Knowledge (PMBOK)
- Data dictionaries, procedures and policies for specific information/ data systems

**b. How are these guidelines used?**

- To establish parameters for carrying out the duties of this position
- To assist in formulating policies, making recommendations, and establishing priorities and procedures for ongoing management and coordination of HPA or agency wide REALD and SOGI program initiatives.
- To provide the ability to assess impact of past or planned initiatives and projects on clients, providers and operations.
- To guide the collection, use and reporting/ dissemination of demographic data and recommendations.
- Laws, Regulations, and Directives are used to govern the access and use of information pertaining to client care as well as public records administration.
- CMS guidelines are used to establish, promote, and display alignment with reporting standards from CMS funding streams.
- Records retention policies are integral to system design and operations as well as public

- record accessibility.
- DAS and OHA(OIS) Software Development Lifecycle (SDLC) and Dev Ops policies and processes are used to identify implementation timelines and to prioritize system modifications.

## 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? |
|--|--|---|------------|
| All levels of OHA, ODHS, OIS, and Equity and Inclusion Division staff, as well as staff of other public and private organizations and national health research and policy groups | By telephone, electronic mail, letter or in person | Collect, provide and discuss information; manage and support projects; provide consultative advice, technical assistance, data or research findings; collaborate on legislative, policy, project or program initiatives or changes. | Daily      |
| HPA/ Office of Health Analytics / OHA Leadership (including Director's Office, OIS and Equity and Inclusion Leadership)  | Phone/Person/Written                               | Collect, provide and discuss information; provide technical assistance, data and research findings.   | Daily      |
| Representatives of the health care industry, including providers, hospitals, insurers, labs, pharmacies, safety net clinics and others   | By telephone, electronic mail, letter or in person | Collect, provide and discuss information; manage projects; provide consultative advice, research findings, collaborate on legislative, policy, or program changes.  | As Needed  |
| Representatives of Community User Committees or Project Groups.  | By telephone, electronic mail, letter or in person | Collect, provide and discuss information; manage projects; provide consultative advice, research findings, collaborate on legislative, policy, or program changes.  | As needed  |
| Governor's staff, Legislative and other community leaders and their staff  | By telephone, electronic mail, letter or in person | Collect, provide and discuss information; manage projects; provide consultative advice, research findings, collaborate on legislative, policy, or program changes.  | As needed  |
| External Stakeholders  | Phone/Person/Written                               | Info/issues   | As Needed  |

|   |  |  |           |
|---|--|--|-----------|
| Project customers   | Phone/Person/Written                               | Info/issues  | As Needed |
| General Public including interested audiences and consumers associated with REALD | By telephone, electronic mail, letter or in person | Collect, provide and discuss information; manage projects; provide consultative advice, research findings, collaborate on legislative, policy, or program changes. | As Needed |

**SECTION 7. POSITION-RELATED DECISION MAKING**

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

This position participates makes procedural, scope and analytic decisions and recommendations that affect project outcomes, data collection and reporting projects, and stakeholder expectations. The employee is typically delegated responsibility to plan, schedule, and carryout projects. Recommendations made by this position affect the reliability, validity and value of data that will be used for statewide health system and equity management decisions. Decisions made by the incumbent affect the ability of the Agency to deliver its programs and perform its mission.

The person in this position must exhibit sound analytic application to real world issues, balanced judgement, and the ability to work with many staff and management to ensure analysis provides a basis for sound decisions about REALD & SOGI and related conclusions. The position must demonstrate ability to rapidly translate terms to nontechnical users and provide insights about how policies may impact existing procedures within Health Policy Analytics Division and Equity and Inclusion Division.

The person in this position will have a substantial amount of autonomy requiring exceptional skills in self-direction, as well as navigating complex situations and competing demands. Issues and recommendations within the purview of this position will be highly visible and potentially controversial to OHA and ODHS Leadership, health care constituents, state agencies, external organizations, and the Governor's Office. The result of this work will have far reaching implications for community-based committees and other groups interested in the reporting of REALD & SOGI data.

**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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|--|---------|--|-----------------|--|
| Business Intelligence and Data Equity Analytics Manager                | 1014342 | Person/Phone/Written                     | Daily/As Needed | Work Product Review/Direction  |
| Data Equity Program Manager/ lead                                      | 1021295 | In person, telephone, email, and virtual | Daily/As Needed | Provides regular guidance and input to ensure work is on track and meets needs of program/ team. |
| Director of Health Information Technology and Analytics Infrastructure | 1010453 | Person/Phone/Written                     | Daily/As Needed | Reviews the work for potential influence on broad agency and program goals                       |
| Health Analytics Director  | 0770121 | Person/Phone/Written                     | Daily/As Needed | Reviews the work for potential influence on broad agency and program goals                       |

## 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 checked="" 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.**

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal record check (FBI and/or

LEDS). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

#### DESIRED ATTRIBUTES:

- Experience or lived experience in advancing health equity, addressing systemic health disparities, or collaborating with diverse, vulnerable and underrepresented populations.
- Experience in IT implementation projects, performing documentation, gathering and/or validation of business requirements; system testing, and change management activities.
- Excellent interpersonal, oral, listening, and written communication skills, including ability to communicate at all organizational levels, experience communicating information verbally and in writing to peers, management, and external stakeholders/customers, skill preparing and presenting technical and policy material and issues to non-specialists, and proficiency writing documents, whitepapers and presentations, and presenting key takeaways in a concise fashion.
- Experience and ability to work in a leadership role, including ability to lead and coordinate projects or initiatives, including experience and skill with the conceptualization of projects with minimal direction, ability/skills to lead work planning, task assignments, coordination, status reporting, and issue escalation/resolution with supervisor, sponsor or steering committee.
- Experience and/ or understanding of data governance principles and strategies, as well as understanding of system data management and data quality assurance processes.
- Experience analyzing and evaluating existing or proposed policies at the local, state, or federal level and skill to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards.
- Business Analysis certification, Project Management certification from the Project Management Institute (PMI), Oregon Project Management Certification Program (OPMCP), or other project management certification organization is desired.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Experience in a formal information technology project management or business analysis role, with a solid understanding of the Software Development Lifecycle (SDLC) methodologies (waterfall, agile) and technology system implementation phases.
- Skill and experience gathering business requirements, analyzing business needs and documenting functional, non-functional and data requirements to create or design information systems.
- Knowledge and solid understanding of national and state confidentiality and privacy policies, rules, standards, and guidelines such as HIPAA.
- Experience working in cross-functional projects or in a cross-functional role with many partners, priorities and active streams of work.
- Experience building and maintaining relationships with key partners/interested parties.
- Experience working with sensitive data (i.e. Personally Identifiable Data) and understanding of state and federal data privacy regulations
- Experience with working on multiple projects simultaneously, keeping track of timelines, and resulting in complete assignments that were timely and accurately.
- Experience in the health care industry such as Medicaid or Medicare programs; health care delivery systems; health care policy, health care clinical practice, or Oregon's health care transformation initiatives.

- Experience analyzing systems or situations, identifying problems, and reviewing related information to develop and evaluate options that resulted in a solution focused plan.
- Proficiency using software programs including Microsoft Word, Excel, and PowerPoint.
- Familiarity with HL7 Fast Healthcare Interoperability Resources (FHIR)
- Familiarity with computer programming languages such as: SQL, python, R
- Experience working with senior-level decision makers and their immediate staff.
- Experience with developing high-level presentation materials and summaries.
- Experience eliciting and documenting issues and needs from internal and external stakeholders.
- Experience in promoting a culturally competent and diverse work environment.

**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.

See Chart Appended to Position Description

## SECTION 12. SIGNATURES

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Employee Signature

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Date

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Supervisor Signature

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Date

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Appointing Authority Signature

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Date