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All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Health Authority

Division: Health Policy and Analytics

☒ 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: Research Analyst 4
- b. Classification No: 1118 c. **Effective Date:** _____
- d. Position No: 1024926
- e. Working Title: Medicaid Children's Senior Research Analyst
- f. Agency No: 44300
- g. Section Title: Office of Health Information Technology and Analytics Infrastructure
- h. Employee Name: TBD
- i. Work Location (City — County): Portland (Multnomah) or Salem (Marion)
- j. Supervisor Name: Amanda Peden
- 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.

This position resides within the Division of Health Policy and Analytics (HPA) of the Oregon Health Authority (OHA) within the Office of Health Information Technology and Analytics Infrastructure. This position is matrixed to HPA's Office of Health Policy and is a member of the EPSDT program team based in the Health Systems Division (HSD). This position also works closely with Medicaid administration and operations staff throughout the Health Systems Division.

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 Division of Health Policy and Analytics develops and implements innovative approaches to achieving health equity by lowering health care costs and achieving better health and better health care for all Oregonians. HPA is aligned with the Oregon Health Authority's core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In HPA's 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 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.

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; 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 employment opportunity is within the Office of Health Information Technology & Analytics Infrastructure (OHITAI) which is part of the Oregon Health Authority (OHA). 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.

The EPSDT team is a new team responsible for implementation, monitoring, and quality improvement of the Early and Periodic Screening, Diagnostic & Treatment (EPSDT) benefit, a federally mandated Medicaid program which covers more than 1/3 of Oregon Health Plan members (approximately 500,000 children and youth under age 21). Starting in 2025, the program will begin to extend EPSDT benefits to young adults with special health care needs (YSHCN) up to 26 years of age, as well as provide certain benefits to youth while incarcerated. The matrixed team across five offices and two OHA Divisions is led by an OPA4 team lead and includes a lead project manager and senior research analyst, an OPA3 focused on quality improvement and quality assurance, an OPA3 focused on systems changes, a senior communications specialist, a project coordinator, and three clinical reviewers. HSD and HPA managers and leadership jointly direct the team's efforts. The team works closely with numerous other units and divisions within OHA to coordinate on efforts impacting healthcare for children and youth and partners closely with staff from the Oregon Department of Human Services, Oregon Youth Authority, and Oregon Department of Education.

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 Early and Periodic Screening, Diagnosis and Treatment (EPSDT) benefit is the children's benefit of the Oregon Health Plan. EPSDT provides coverage of comprehensive and preventive services to OHP members under the age of 21. Beginning 2025, these benefits will extend to young adults with special health care needs (YSHCN) up to age 26, as well as provide certain benefits to youth while incarcerated.

The primary purpose of this position is to plan and conduct complex research and evaluation projects related to children and young adults in the Oregon Health Plan and synthesize and present findings to inform team lead, senior leadership, and federal and state partners such as the Governor's Office, the Legislature, agency partners, and the Centers for Medicare and Medicaid Services. The person in this position will scope and oversee data collection and analysis, working with research analysts in the Health Policy and Analytics Division and EPSDT team members. This includes tracking EPSDT billing claims and denials, stratified by Race, Ethnicity, Language and Disability (REALD) and Sexual Orientation and Gender Identity (SOGI) indicators to ensure there are no inequities in access and outcomes. Additionally, the position would monitor against national trends, as well as state trends outside of the Medicaid program, and prepare technical reports in partnership with EPSDT program staff to further inform program rollout and improvements.

The work of this position will support policy decision-making and strategic planning efforts. This includes data analysis for assessment, prioritization, and monitoring of health priorities.

Duties also include, but are not limited to:

- Working closely with the EPSDT Lead Project Manager, and Quality Improvement/Quality Assurance Policy Analyst (OPA3), and under the leadership of the OPA4 EPSDT Team Lead to design an EPSDT evaluation and monitoring plan focused on equitable access to care.
- Working closely with research analysts and policy analysts from across OHA to identify existing data and data needs to facilitate evaluation of the EPSDT program with a focus on equitable access to care.
- Planning and managing complex analytical and statistical research projects using quantitative and qualitative data to inform policymakers regarding OHP child health benefits (EPSDT).
- Study and analysis of tables, graphs, charts, and other statistics to arrive at conclusions about the data, and developing accessible data products and communications regarding the data analysis.
- Summarizing research findings and preparing summary tables, graphs, and charts for publications and articles; preparing and delivering presentations to colleagues, leadership, and external partners.

Commented [LS(1)]: Or something like this - could replicate some language from below.

This position works closely with research and program staff in the Health Policy & Analytics Division and Health Systems Division, as well as other divisions including Equity and Inclusion and Public Health.

Issues and recommendations within the purview of this role will be high profile and potentially controversial to the affected health care constituents, state agencies, and Governor's office. The scope of details to consider is numerous and often unidentified, requiring an ability to clarify and prioritize tasks to effectively navigate a challenging and fast-paced work environment with a broad array of partners.

The position requires strong analytical and interpersonal skills, as well as the poise and professionalism to work directly with partners, present information and defend findings and recommendations.

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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60%	N	E	Research, Planning, Design and Analyses <ul style="list-style-type: none"> • Lead and develop evaluation and research plans focused on health equity and inequities in access to care for children, youth, and Young Adults with Special Health Care Needs (YSHCN) in the Oregon Health Plan. Work with program staff to establish criteria to identify and measure effectiveness of EPSDT and related programs. Leads and develops plans for monitoring for unintended consequences and improving health equity. • Leads and manages implementation of complex research and evaluation projects related to OHP child health benefits (EPSDT) including quantitative and qualitative data collection, analysis, and centering principles of data justice and member-centered evaluation. Scopes and oversees research and evaluation data collection and protocols, as well as data monitoring and analysis, working closely with EPSDT team members and staff in the Office of Health Health IT and Analytics Infrastructure and in the Office of Health Analytics. • Responsible for leading selection of appropriate research methodologies and establishing and implementing protocols to verify data quality and research results. • Designs and oversees the collection of data for member and provider surveys; analyze data, evaluate findings, and recommend policy and operational changes. Works collaboratively on teams to carry out these changes with an equitable focus. • Builds and exercises expertise in data stratification by REALD and SOGI and analysis to assess inequities in access to care. • Follows, compiles and advises team and senior management on advancements in research literature, national and state trends pertinent to EPSDT and children's health in Medicaid. • Collaborates with EPSDT team members and Medicaid compliance teams for Coordinated Care Organizations and fee-for-service to advise on monitoring and compliance plans and related guidance.
15%	N	E	Report Preparation <ul style="list-style-type: none"> • Leads development of and writes reports to summarize evaluative and research findings related to EPSDT and children's health, including summary tables, graphs, and charts, summarizing survey and research findings. Distills larger reports into executive summaries, talking points, issue briefs and fact sheets for the public, OHA leadership and other audiences to explain trends and key findings.

			<ul style="list-style-type: none"> Plans and oversees design of data reports on EPSDT programs and services. Develops and documents data management and statistical approaches used for data analyses. Leads reporting and visualization of EPSDT and related data. Designs, plans and implements Business Intelligence (BI) reporting in consultation with HSD, HPA and other research staff. Independently creates and implements complex, self-service BI dashboards.
15%		E	Technical Consultation <ul style="list-style-type: none"> Confers with leadership, policy makers, health care providers, contractors, auditors, health care researchers, and Federal, State, and local officials about research findings, existing or proposed research projects, current data, trends, and projections. Represents the agency as an expert in EPSDT and child health outcomes in Oregon Health Plan. Makes presentations about research findings, existing or proposed research projects, current data, trends, and projections. Prepares written responses and provides technical expertise and specialized information on request.
10%		E	<ul style="list-style-type: none"> Performs other assignments as needed. Contributes to team ad hoc projects/needs as able. Acts as a resource within OHITAI and matrixed to the Office of Health Policy Child Health Team on research and analytics strategy, policy and data analysis, and program design in areas of expertise or as needed by the team.
At all times	N	E	Align Conduct with OHA's Values and 10-year Goal <ul style="list-style-type: none"> In addition to the cultivation of equitable practices across all aspects of the position description, learns and applies knowledge and skills to interrupt systemic racism and oppression of marginalized groups and facilitates dismantling of systematic discrimination. Consistently treats customers, partners, vendors, and co-workers with dignity and respect. Contributes to a work environment that respects and accepts diverse people and perspectives. Models professional behavior. Interrupts and reports inappropriate behaviors, especially those in violation of policy. Contributes to a positive and productive work environment; maintains regular and punctual attendance; performs all duties in a safe manner; and complies with all policies and procedures. Promotes and actively participates in OHA's 2030 goal of

			eliminating health inequities.
At all times	N	E	<ul style="list-style-type: none"> • Demonstrates commitment to professional development related to ongoing development of personal cultural awareness and humility. • Creates and maintains a work environment that is respectful and accepting of diversity among team members and the people we serve. Identifies areas for collaboration and creating efficiencies by eliminating duplication and increasing efficiency and effectiveness of information gathering and dissemination. In consultation with manager, establishes and enacts a plan for becoming skilled at specified tasks outside of this position's usual job duties. • Works collaboratively with team members, whether brainstorming, as a sounding board, or taking on tasks to help colleagues in meeting the overall goals of the team and the agency. Contributes meaningfully to discussions and decision-making with managers and other staff.
At all times	N	E	<ul style="list-style-type: none"> • Contributes to cross-agency collaborations that support the development, implementation, monitoring of policies, programs and metrics that eliminate health inequities. • Demonstrates understanding and applying principles related to health equity in research, data collection, data analysis and communication, including data justice. • Demonstrates commitment to professional development around applying principles related to health equity in research, data collection, data analysis and communication. • Applies, develops, and maintains knowledge about equity practices in collecting, analyzing, and disseminating granular data on: <ul style="list-style-type: none"> ○ Race ○ Ethnicity ○ Language ○ Disability ○ Sexual orientation ○ Gender identity
At all times	N	E	<ul style="list-style-type: none"> • Ensures that engagement with the nine Federally Recognized Tribes in Oregon and with the Urban Indian Health Program is performed in accordance with OHA's Tribal Consultation and Urban Indian Health Program Confer Policy. This includes working closely with the HPA Tribal Liaison and OHA's Tribal Affairs team to engage with the Tribes within the parameters of the policy.

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 can be based in Portland or Salem, Oregon, with remote work capabilities. There are times that the work may need to be conducted at a state office building. There are frequent interruptions, demanding time frames, and the need for some overtime. When working in a state office building, work is done in open cubicles. There is daily work on desktop computer for extended periods of time. 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:

State and Federal laws and regulations, OHA and DAS Policies/Procedures, HIPAA regulations, waivers granted by Centers for Medicare and Medicaid Services, national and state confidentiality, and privacy guidelines such as HIPAA and 42 CFR privacy rules.

b. How are these guidelines used?

This position will use these guidelines to recommend policies that impact complex statewide issues. The position provides valuable analysis which will enable top management to make policy decisions of far-reaching consequences (e.g., OHA-and statewide). Guidelines provide structure and guidance for performing the job, which entails independent judgment and reasoning. Guidelines are used to identify the requirements, constraints or barriers related to areas under study to understand how health policy and recommended transformation strategies must be shaped to gain compliance; to identify areas requiring legislative change and/or to identify areas that require federal waivers of other regulatory action to allow implementation of proposed options.

They provide basic data for ongoing management and coordination of the program within the limits of legislatively approved budgets for specific program areas of responsibility and their relation to the total program. They allow the ability to assess impact of past and recent or planned programs on clients, providers, and operations. They guide the use and dissemination of data and research results.

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?
All levels of OHA staff as well as staff of other state agencies	By telephone, virtual conferencing, reports, letter, email, or in person	Collect, provide, and discuss information; manage projects; provide consultative advice, research findings; collaborate on legislative or policy changes related to the health policy.	Daily

Community based organization staff and leadership	By telephone, virtual conferencing, reports, letter, email, or in person	Collect, provide, and discuss information; research findings; collaborate on legislative or policy changes related to the health policy.	Weekly; monthly
Evaluators and contractors	By telephone, virtual conferencing, reports, letter, email, or in person	Collect, provide, and discuss information; manage projects; provide consultative advice, research findings	As needed
Representatives of the health care/insurance industry	By telephone, virtual conferencing, reports, letter, email, or in person	Collect, provide, and discuss information; manage projects; provide consultative advice, research findings; collaborate on legislative or policy changes related to the health policy.	Weekly
Oregon Health Policy Board and subcommittee members	By telephone, virtual conferencing, reports, letter, email, or in person	Collect, provide, and discuss information; manage projects; provide consultative advice, research findings; collaborate on legislative or policy changes related to the health policy.	As needed
General Public	By telephone, virtual conferencing, reports, letter, email, or in person	Collect, provide, and discuss information; research findings	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position makes detailed analytic decisions that affect the reliability, validity and value of data used to make high profile policy decisions. The person in this position must exhibit sound analytic training, balanced judgement, and the ability to work with many staff and management to ensure analysis provides a basis for sound decisions.

The employee makes recommendations related to the planning, scheduling, and implementation of major projects. The employee will implement projects as directed by management, but may create project plans and schedules, or implement major projects. This position is responsible for keeping informed of the progress of related projects and/or research activities within and external to OHA. The employee will also independently use in-depth program knowledge to respond to written and telephone inquiries regarding data and analysis.

This position works independently, making decisions about workload prioritization, analysis methodology, system development, and research design. Failure to effectively prioritize and perform duties will jeopardize the ability of health policy managers to make informed decisions about the Medicaid system.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"				
Health-Related Social Needs and Health Information Technology Analytics Manager	1025786	By telephone, virtual conferencing, email, or in person	Weekly, monthly, and as needed	Identifies priorities, discuss problems, concerns, strategic planning, monitor progress and provide mutual updates on activities; Reviews and assigns work
Children's Health Project Manager (Child Health Policy Team Lead)	1014345		Daily	Reviews and assigns work; contributes to performance reviews (does not conduct them)
Director of Health Information Technology and Analytics Infrastructure	1010453	By telephone, virtual conferencing, email, or in person	Weekly, monthly, and as needed	Reviews the work for potential influence on broad agency or state policy and program goals.
Director of Office of Health Policy	1004131	By telephone, virtual conferencing, email, or in person	Weekly, monthly, and as needed	Reviews the work for potential influence on broad agency or state policy 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 checked="" 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.

Lived experience of these and other areas of diversity is valued and recognized as a desired qualification for this position.

REQUIREMENTS

- Bachelor’s degree plus three years of progressively responsible experience in survey research, quantitative/qualitative analysis, quality assurance, or program management/analysis; or an appropriate combination of education and experience in a related field. An MPH, MBA, or Ph.D. in a related area may substitute for two years of experience.

PREFERRED

- Experience applying principles related to health equity in research, data collection, data analysis and communication, including principles of data justice.
- Experience and knowledge of Medicaid, Children’s Health Insurance Program
- Experience and knowledge of maternal and child health focused data sources
- Experience and knowledge of Medicaid programs, medical billing, coding, and terminology
- Knowledge and experience of statistical software and data visualization.
- Expertise using a wide variety of research and evaluation methods, including quantitative, qualitative and mixed methods.
- Knowledge and experience in survey design, research design, report writing, and data presentation.
- Experience with health survey research, health outcomes research, health care delivery systems research, or experience using health care expenditure, utilization, and quality assurance data.
- Experience in producing written reports, executive summaries, and fact sheets for a variety of audiences including accessible products for members of the public.
- Experience with qualitative and/or quantitative statistical software packages preferably SAS and GIS, and programming languages preferably SQL.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>		
Operating Area	Biennial Amount (\$00,000.00)	Fund Type

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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
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_____ Supervisor Signature	_____ Date
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 _____ Appointing Authority Signature	Jan 25, 2024 _____ Date
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