



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
07/25/2025

Agency: Oregon Health Authority

Facility: Public Employees' Benefit Board (PEBB)
Oregon Educators Benefit Board (OEBB)

☐ 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:	Health Policy & Prog Admin 1	b. Classification No:	X7331
c. Effective Date:	08/01/2025	d. Position No:	0570123
e. Working Title:	OEBB/PEBB Deputy Director	f. Agency No:	4300
g. Section Title:	OEBB and PEBB	h. Budget Auth No:	001022310
i. Employee Name:	Vacant	j. Repr. Code:	MMS
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name (Optional):	Health Policy & Program 2 (OEBB PEBB Director)		
m. Position:	☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share		
n. FLSA:	☒ Exempt ☐ Non-Exempt	If Exempt:	☒ Executive ☐ Professional ☐ Administrative
		o. 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 Public Employees' Benefit Board's (PEBB) and Oregon Educators Benefits Board (OEBB) missions are to provide high quality medical, dental and other benefit plans for members at a cost that is affordable to both the employer and employees through the design, purchase and administration of medical, dental and voluntary benefit plans. PEBB and OEBB contract on behalf of approximately 97,000 school district, ESD, charter school, community college, agency, university, and semi-independent agency active employees, self-pay members, pre-Medicare eligible retirees and COBRA participants and their 160,000 dependents.

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:

As the OEBB/PEBB Deputy Director, you will be the key deputy for the implementation and administration of the benefits program for all OEBB and PEBB members based on the broad

policy decisions made by the PEBB and OEGB boards, the PEBB and OEGB Joint Innovation Workgroup, the Oregon Health Authority and by the OEGB-PEBB Director.

In this role, you will act as the primary lead over all operational aspects of PEBB and OEGB business operations as well the executive lead on all IT Projects. This role also acts as a primary staff advisor; identify major policy issues; serve as a state government expert on employee benefits; and provide advice to the Governor, agency leadership, the OEGB/PEBB Director and the legislature.

Additionally, you will assist the executive team in identifying, gathering, costing, and/or reporting employee and payroll data for use in analysis and costing of collective bargaining and management proposals related to benefits. You will participate in team discussions relating to potential impacts of benefit-related changes on future relationships between the State and collective bargaining units.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mar “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.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”.			
25%	NC	E	- Organize work, recommend or appoint staff - Work with OEGB/PEBB Director and staff leadership for OEGB and PEBB to provide space and equipment and other resources as needed - Implement process to provide service and carry out OEGB/PEBB programs - Generally provide leadership and perform management functions to achieve effective program operations.
20%	NC	E	- Direct the Operations and IT-related areas in PEBB and OEGB and administer all aspects of the benefit-related services in collaboration with the PEBB/OEGB Director of Operations. - Oversee Program Integrity, ensure proper internal controls are in place and practiced and audits are performed at strategic intervals to avoid fraud, waste and abuse. - Ensure policy-related proposals and analysis support the PEBB and OEGB benefits programs and internal processes align with regulations, program requirements and goals set by each respective Board. - Serve as a resource for PEBB, OEGB board leadership, as well as the Innovation Workgroup by preparing and presenting policy analysis on program changes, costing-out scenarios (cost-benefit analysis), proposing solutions and discussing strategy for how policy might most effectively be achieved through the budget and legislative processes.

15%	NC	E	• Work with OEGB/ PEBB appointed independent consultants to assess the value and appropriateness of plans and programs available and make recommendations to OEGB/PEBB boards. • Assist in negotiations with consultant support as appropriate, and contracts with insurance providers and others to implement OEGB/PEBB programs and policies.
15%	NC	E	• Responsible for serving as Executive support to IT Systems and Data staff, leading the Benefit Management System replacement project in an executive capacity and liaison with Legislative Fiscal Office IT Director, DAS EIS staff, and OHA OIS project staff and Director leading the project.
10%	NC	E	• Responsible for establishing and maintaining administrative rules and policies necessary for program operations, such as procedures to resolve participant complaints and recommending eligibility and other criteria for state employee participation in benefit plans; draft, propose and advocate for statutory changes as directed by the OEGB and the PEBB.
10%	NC	E	• Coordinate the appropriate establishment and use of data related to employee utilization of the OEGB/PEBB programs for planning; analysis; improvement of participant wellness; and cooperation with other agencies in support of state government initiatives for health care or other subject areas related to OEGB/PEBB plans.
5%	NC	E	• Assist the OEGB/PEBB Director in the performance of duties and act as OEGB/PEBB Director in their absence with responsibility, accountability and authority for OEGB/PEBB.
100%			

Provide leadership and direction for a diversified staff. Provide leadership and direction to subordinate management staff. Supervise, hire, monitor performance, develop, coach, discipline and provide direction to employees. Respond to and resolve employee grievances. Assign and plan work. Promote safety training and practices in performance of all work activities. Implement Affirmative action and Diversity strategies and goals. Responsible to structure activities, that will promote and foster a diverse workforce and discrimination/harassment-free workplace.

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.

Remote office environment. Occasional travel to agency locations and out of state for program related meetings. May transport materials or AV equipment for purpose of making presentations. Work beyond normal office hours is necessary on occasion.

This position is designated as an “Essential Position” (State Policy #60.015.01) in all cases of official State office closures. The incumbent in this position is required to report to work in all cases of official notification of State office closures. Exceptions: previously approved vacation and absences. This position may be assigned tasks outside the normal position duties to respond to the special conditions of the closures. If reporting to your normal work location is deemed too dangerous, then you must contact your supervisor to be reassigned to an alternate and/or remote location.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes;
 Attorney General Opinions;
 Collective Bargaining contracts;
 Internal Revenue Code; Federal Registers,
 PEBB rules;
 OEBB rules;
 DCBS insurance code;
 State/federal health regulations;
 PEBB administrative manual;
 OEBB administrative manual;
 DAS rules and policies;
 OAR Oregon Administrative Rules
 State Budget Instructions
 Federal and state health insurance regulations; and
 Employer benefits rules/laws.

b. How are these guidelines used?

Provide general guidance and direction; to assure program compliance with law; historical information from previous programs.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
OEBB/PEBB Director	Phone/In person	Give information/Solve problems	Daily
Board Members	Phone/In person	Give information/Solve problems	Daily
Union Reps	Phone/In person	Give information/Solve problems	Weekly
OEBB/PEBB Consultants	Phone/In person	Get/Give information/Solve problems	Weekly
Legislature	Phone/In person	Give information/Testify	As needed
Insurance Vendors	Phone/In person	Give information/Solve problems	Weekly
Retirees & PERS	Phone/In person	Give information/Solve problems	As needed
OEBB/PEBB Members	Phone/In person	Give information/Solve problems	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Makes recommendations or decisions related to IT governance, organization of work, use of available resources and appointment of staff that directly determines the effectiveness of PEBB program results. Makes recommendations or decisions on the priority of program issues and which need PEBB policy decisions. Makes recommendations or decisions on program recommendations and provider selection that had a significant impact on the cost of benefits for state employees. Decisions have a significant impact on employee/labor relations for state government.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
PEM H	0770121	Written/In Person	As needed	Project planning, performance reviews
Chairs, Board of Directors	N/A	Written/In Person	As needed	Project planning

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 10

How many employees are supervised through a subordinate supervisor? _____

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 & 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:

- Extensive knowledge of and experience in healthcare, benefits and/or human resources Administration.
- Proficiency in IT governance
- Proficiency in Microsoft Office including Word, Excel, Outlook and Access.
- Ability to apply spreadsheet and database software applications to meet program analysis needs.
- Ability to generate personal credibility with OEGB/PEGB boards, agency leadership, collective bargaining unit leadership and benefit providers.
- Strong written and verbal communication and presentation skills.
- Experience in health equity, addressing systemic health disparities and collaborating with diverse, vulnerable and underrepresented populations.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		
OEGB	\$1.99 billion	Other Funds
PEGB	\$2.5 billion	Other Funds

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