



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.” OHA’s 10-year goal is to eliminate health inequities.

The OEBB/PEBB Division 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 partners and communities to protect and promote the health of all Oregonians
- Seeking, learning from, 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.

**Insert section/unit description here:**

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 districts, 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 a Contracts Specialist, you will support the full scope of the Public Employees' Benefit Board (PEBB) and Oregon Educators' Benefit Board (OEBB) procurement and contracting functions which amount to approximately \$3.4 billion over the 2019-2021 biennium and covers over 300,000 PEBB and OEBB employees and dependents.

In this role, you will determine the appropriate contracting method, evaluate the risks associated with the contract, write specialized requirements, negotiate contract language, conduct cost or price analysis, and approve or reject contract changes.

Additionally, you will write contracts and agreements that are high-risk and maintain all official records and documentation for these functions, including RFI and RFP documentation, responses, negotiation actions, contract development and problem resolution.

### 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
60%	NC	E	<p>As part of the procurement and contract team:</p> <ul style="list-style-type: none"> <li>• Develop and implement requests for proposals (RFP), requests for information (RFI), contracts and interagency agreements;</li> <li>• Serve as the single point of contact for assigned procurements and contracts;</li> <li>• Work with PEBB and OEBB insurance consultants to administer the internal and external system and structure to support amendments and renewals of benefit contracts;</li> <li>• Explain and interpret applicable laws, rules, policies and procedures for vendors and prospective vendors;</li> <li>• Collaborate with the consultants on vendor communications, responses, negotiations and documentation;</li> <li>• Develop contract language, in accordance with DAS, PEBB, OEBB and ORS requirements. Ensure the legal sufficiency and appropriate execution of contract documents;</li> <li>• Consult with AG's office to clarify legal issues and obtain approval of contract/agreement language;</li> <li>• Manage the contractor selection process;</li> </ul>

			<ul style="list-style-type: none"> <li>• Determine the validity of protests, terminations and breach actions. Manage contract disputes, evaluate risks, and recommend contract amendments;</li> <li>• Track and retain all contract documents in compliance with applicable requirements;</li> <li>• Respond to public records requests for the contracting team;</li> <li>• Provide technical assistance to agency staff, vendors, and other state agencies. Resolve conflicts and explain contract terms and provisions.</li> </ul>
30%	NC	E	<ul style="list-style-type: none"> <li>• Develop performance standards for vendor contracts</li> <li>• Develop contract tracking and reporting procedures</li> <li>• Monitor and evaluate carrier and vendor performance and contractual requirements to ensure compliance;</li> <li>• Collect data, compile statistics and prepare performance reports for PEBB and OEBC Leadership Team and Boards;</li> <li>• Identify gaps in vendor performance and recommend corrective action;</li> <li>• Communicate performance gaps and vendors and oversee vendor/corrective action plans; and</li> <li>• Conduct cost and data analysis and approve contractor or vendor invoices for payment.</li> </ul>
10%	NC	E	<ul style="list-style-type: none"> <li>• Create and implement OEBC and PEBB policies, procedures, and administrative rules related to contracts and purchasing.</li> <li>• Evaluate DOJ model rules, DAS policy and administrative rule changes, legal issues, and legislations to determine the impact on OEBC and PEBB contracts and procurement.</li> <li>• Ensure OEBC and PEBB policies, rules, and procedures are in compliance and meet business needs of the agency.</li> </ul>
At all times	NC	E	<ul style="list-style-type: none"> <li>• Promote and foster a diverse and discrimination/harassment-free workplace;</li> <li>• Maintain regular and punctual attendance;</li> <li>• Perform all duties in a safe manner; and comply with all policies and procedures;</li> <li>• Be familiar with Affirmative Action laws and the Department's diversity, strategies, and goals.</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.**

Routine office environment that may require occasional state travel to attend meetings, conferences, etc., and may require occasional overnight travel. The duties of the position require the ability to work long hours, weekends and/or holidays to meet critical timeframes.

Due to the COVID-19 pandemic this position will be fully remote with the possibility of being in a physical office in the future.

**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:**

- Chapter 00007; Oregon Laws 2007, DAS OARs 125-247-0310, 125-247-0400, 125-247-0410, 125-247-0430, 125-247-0440, 125-247-0450, 125-247-0460, 125-247-0470, 125-247-0480, 125-247-0490, 125-247-0500, 125-247-0600, 125-247-0610, 125-247-0640, 125-247-0650, and 125-247-0660;
- Attorney General Opinions;
- Collective Bargaining Agreements;
- Internal Revenue Code;
- Federal Register;
- OEGB Administrative Rules;
- PEBB Administrative Rules
- DCBS insurance code;
- State/Federal health regulations;
- OEGB administrative manual;
- DAS rules and policies;
- Federal and State health insurance regulations; and
- Employer benefits rules/policies.

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

To ensure PEBB and OEGB procurement and contracting is efficient and in full compliance with all applicable laws and regulations. Update OEGB administrative rules and policy related to procurement and contracting and to provide general guidance and direction to vendor(s), staff and the Board.

**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?
Insurance Carriers/Vendors	In person/Phone/Virtual Meetings	Give/Receive information/Solve problems	Daily/Weekly
Agency Management	In person/Phone/Virtual Meetings	Give/Receive information/Solve problems	Weekly/Monthly
OEGB and PEBB consultants	In person/Phone/Virtual Meetings	Give/Receive information/Solve problems	Weekly

Assistant Attorney General	In person/Phone/Virtual Meetings	Give/Receive information/Solve problems	Daily
OEBB and PEBB Leadership Team	In person/Phone/Virtual Meetings	Give/Receive information/Solve problems	Weekly/Monthly
OEBB and PEBB Boards	In person/Phone/Virtual Meetings	Give/Receive information/Solve problems	Monthly
OHA OC&P	In person/Phone/Virtual Meetings	Give/Receive information/Solve problems	Weekly/Monthly
OEBB and PEBB Team	In person/Phone/Virtual Meetings	Give/Receive information/Solve problems	Daily

## SECTION 7. POSITION-RELATED DECISION MAKING

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

This position has the authority to decide the appropriate contracting method, negotiate contract language and approve or reject contract change. Inappropriate decisions may result in costly litigation and possible disruption in benefits.

## 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
OEBB and PEBB Director of Operations	0504381	Written work products and personal conferences	Monthly or more frequently as needed	To clarify expected results, report progress on assignments, and to seek guidance on complex issues.

**SECTION 9. OVERSIGHT FUNCTIONS (*Supervisory positions only*)**

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 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.**

- Experience with software applications used to prepare documents, tabulate data and store information in an organized manner.
- Working knowledge of techniques and processes involved in contract administration.
- A solid understanding of principles, techniques and processes of governmental contracting and contract administration.
- Experience using techniques to negotiate agreeable solutions.
- Familiarity with employee benefits programs including health, dental, vision, life, and disability insurance.
- Experience analyzing statistical data and weighing risks, costs and benefits of potential actions.
- Experience in creating and maintaining a work environment that is respectful and accepting of diversity among team members and the people we serve.

**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

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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