



The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

This position resides within the Division of Health Policy and Analytics (HPA) of OHA.

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 redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices." OHA's 10-year goal is to eliminate health inequities.

HPA 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
- Pursing 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 stakeholders 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.

The Office of Delivery System Innovation (DSI) within HPA consists of areas of work including the Transformation Center, Health Evidence Review Commission, Pharmacy Policy, and Clinical Supports, Integration, and Workforce (CSIW) Unit. The DSI Office is responsible for aligning and integrating clinical resources and policies to support the implementation of the coordinated care model throughout all provider and payer organizations, including across the areas of the OHA.

The CSIW Unit is focused on providing expertise, leadership, resources, and support to partners to ensure an integrated, innovative primary care delivery system with a culturally responsive workforce, which contributes to eliminating health inequities and to realizing optimum well-being for everyone.

**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 management-level position will make recommendations and execute strategic objectives and plans set forth by administrators and agency leadership. The Rate Setting Team Manager will lead a new Temporary Health Care Staff Rate Setting Program team and be accountable for setting maximum rates for temporary staffing agencies or entities that engage temporary staffing, engaging interested groups in the rate development process, establishing a process for agencies or entities to apply for a maximum rate waiver, evaluating maximum rates annually, and serving as the liaison for internal and external partners. This position will direct a team of three professional-level staff and be supported by a research analyst in the Office of Health Analytics. Three staff will focus on providing oversight for policy development and implementation; and program design and implementation, program management, communication, and consultation with temporary staffing agencies and health systems. The research analyst will focus on database management, data collection, data cleaning and validation, rate monitoring and rate adjustments. The complex projects, processes, and systems established will be highly visible and of significant interest to the Oregon legislature, other state agencies, numerous interested groups such as health care facilities and providers, and the Governor's Office.

The primary responsibility of this position relates to House Bill 2665, which the Oregon Legislature passed in 2023 and requires OHA to adopt rules to establish maximum rates for specific health care occupations that temporary staffing agencies may charge to or receive from entities that engage temporary staffing.

## 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> <ul style="list-style-type: none"> <li>• In addition to the cultivation of equitable practices across all aspects of the position description, learn and apply knowledge and skills to interrupt systemic racism and oppression of marginalized groups and facilitate dismantling of systematic discrimination.</li> <li>• Consistently treat customers, interested groups, 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.</li> <li>• 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.</li> <li>• Promote and actively participate in OHA’s 2030 goal of eliminating health inequities.</li> </ul>
At all times		E	<p><b>Coordination and Cross-Training</b></p> <p>Communicate and coordinate with coworkers within CSIW and DSI, and with HPA and agency leadership, state agency representatives, contractors, and external partners. 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>
At all times		E	<p><b>Equity-centered Leadership</b></p> <p>Contribute to building a more health-based, equitable and effective approach to health services in Oregon.</p> <ul style="list-style-type: none"> <li>• Lead and ensure existing staff and new hires prioritize the core values of this work.</li> <li>• Lead with humility and curiosity.</li> <li>• Use a data-informed quality improvement approach to address racial and ethnic inequities.</li> <li>• Prioritize people from racial, ethnic, LGBTQIA2S+ and populations experiencing inequities.</li> </ul>

			<ul style="list-style-type: none"> <li>• Provide feedback about internal procedures and processes that impede health equity or unnecessarily delay or obstruct the provision of timely, culturally responsive health services.</li> <li>• Work with multi-disciplinary advisory bodies.</li> <li>• Seek out and elevate the opinions and needs of the community to create policy that prevents barriers in access to health care.</li> <li>• Cultivate and uphold relationships with the community, governing boards and commissions, local state and federal government entities, tribal nations, coordinated care organizations and entities, internal staff, and other interested parties.</li> </ul>
35%	N	E	<p><b>Team Management</b></p> <p>Exercise full scope of management authority in providing leadership of Health Care Workforce Rate Setting staff:</p> <ul style="list-style-type: none"> <li>• Supervise all policy and program staff.</li> <li>• Organize and assign work activities and projects, manage programs, monitor workflow, and review and evaluate work products, methods, and procedures.</li> <li>• Coordinate across DSI/HPA and agency management, CSIW, other OHA divisions, contractors, state agencies and external partners for team projects and collaborative work.</li> <li>• Supervise, hire, monitor performance, coach and develop, train, discipline, and provide direction to employees.</li> <li>• Manage staff performance, including providing development opportunities, providing regular performance feedback and coaching, initiating disciplinary actions as needed, and developing retention strategies.</li> <li>• Respond to and resolve employee grievances.</li> <li>• Communicate with and hold staff accountable to priorities, policies, and expectations.</li> <li>• Conduct quarterly Performance Accountability and Feedback check ins with each staff member.</li> </ul>
30%	N	E	<p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide strategic direction and accountability for the Health Care Workforce Rate Setting team, including resolving conflicting priorities and allocating resources.</li> <li>• Disseminate policy recommendations about evaluations, data sources, rate setting, labor market and employment information, and data analyses to HPA and OHA leadership, state agencies, and external partners.</li> <li>• Evaluate current business processes and systems, implement procedures and systems to maximize operating efficiency and to establish and maintain controls.</li> <li>• Represent DSI and CSIW to the media, other state and federal agencies, private entities, contractors, consultants, interested parties and the general public in a variety of</li> </ul>

			<p>professional settings. Present expert opinion, testimony, presentations, and written reports.</p> <ul style="list-style-type: none"> <li>• Determine priorities by evaluating resources and alignment with larger OHA mission and priorities.</li> <li>• Ensure compliance with OHA policies, state and federal regulations, and other applicable laws.</li> <li>• Implement new legislative and federal mandates.</li> <li>• Develop legislative concepts and provide analysis on legislative bills.</li> <li>• Direct administrative rules processes as needed.</li> </ul>
15%	N	E	<p><b>Budget and Fiscal Management:</b></p> <ul style="list-style-type: none"> <li>• Manage, monitor and oversee Health Care Workforce Rate Setting budget.</li> <li>• Collaborate with fiscal and budget staff to reconcile financial projections with actual expenditures.</li> <li>• Work closely with the Director of CSIW and DSI to determine and meet budget needs.</li> <li>• Review invoices for payment, code invoices and provide approvals.</li> </ul>
15%	N	E	<p><b>Business Engagement Management:</b></p> <ul style="list-style-type: none"> <li>• Initiate communications and work with interested parties to ensure monitoring and evaluation-related information is adequately identified and communicated. Build and maintain a strong partnership with rate setting, monitoring and evaluation interested parties.</li> <li>• Communicate effectively in writing, orally, and through presentations with external partners.</li> <li>• Serve on committees, task forces and work groups as required. Serve as program liaison to OHA, Oregon Department of Human Services (ODHS), other state agencies and interested parties to deliver or receive information, coordinate changes and recommend revisions.</li> <li>• Address community and professional organizations, partners, and workgroup participants about completed, ongoing or planned rate setting, monitoring and evaluation work.</li> </ul>
5%	N	E	Other assignments as determined by HPA leadership

## 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.**

The work location for this position is in an office, cubicle and/or an agreed upon remote work environment with significant use of a computer and video conferencing. The work location may be

changed at any time at the discretion of the hiring manager. Confidentiality of information must be maintained at all times.

This position regularly works with groups composed of individuals with diverse viewpoints. In-state and out-of-state travel as well as evening and weekend work will be required on occasion.

**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 legislation involving health care to Oregonians, Oregon Revised Statutes (ORS), DAS and OHA Administrative Rules and Policies, and Administrator's manual and budget instructions, Titles XIX and XXI of the federal Social Security Act, Internal Revenue Code, federal Employee Retirement and Income Security Act, HIPAA, rules promulgated by the federal department of Health and Human Services, Centers for Medicaid and Medicare Services, Oregon's OHP 1115 Demonstration Waiver; Oregon Revised Statutes related to income taxes, health insurance, Medical Assistance and the Family Health Insurance Assistance Program, and Oregon Administrative Rules related to the Family Health Insurance Assistance Program, Oregon Medical Insurance Pool, Medical Assistance Program and small employer health insurance.

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

This position must be familiar with these references and know when to consult them for guidance. New issuances must be studied for any applicable changes, and recommendations formed on how to incorporate changes into the relevant program activities. These reference materials are used to ensure that the program complies with federal requirements, Oregon rules and agency procedures and program management best practices.

The person in this position must be knowledgeable of overall program intent as well as comprehensive, technical knowledge about Oregon's health care workforce and labor market.

**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?
Director of CSIW	Phone/Person/Written	Program planning, strategic planning, directing, coordination, communication, problem solving	Daily
All levels of OHA, ODHS, DCBS staff, staff of other public and private organizations and national health research and policy groups	By telephone, reports, letter, email or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research finding; collaborate on legislative or policy changes related to the health policy	Daily

Representatives of the health care/insurance industry	By telephone, reports, letter, email or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research finding; collaborate on legislative or policy changes related to the health policy	Daily/weekly
External Project or Program Partners	Phone/Person/Written	Information gathering, problem identification, documentation, follow through, and report distribution	Daily/weekly
Other State, Federal or municipal agency staff	Phone/Person/Written	Information gathering, problem identification, documentation, follow through, and report distribution	Daily/weekly
General Public	By telephone, reports, letter, email or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research finding; collaborate on legislative or policy changes related to the health policy	As needed

## SECTION 7. POSITION-RELATED DECISION MAKING

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

This position has the flexibility and independence to make high-level operational decisions in consultation with the CSIW Director, DSI Director and other HPA Division leadership. This position works closely with the leadership of HPA to ensure program activities are meeting the needs of the division, the funders and interested parties. This position has delegated authority to operationalize budget and spending decisions. Decisions involving independent judgment and action are made daily to assure that the program's operations are consistent with legislative and federal direction and all applicable statutes, rules, policies, regulations and grant and contract requirements. Evaluations, decisions and recommendations affect staff and all of the programs being evaluated.

## 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
CSIW Unit Director- Health Policy and Program Manager 3	107723	Phone/In Person/Written	Daily, as needed	Discuss project and program strategy and design decisions; review work schedules; ensure project and program decisions meet federal, agency and user requirements, or state policy and program goals



## SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 3

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 checked="" type="checkbox"/> Coordinates schedules                      |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                       |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                          |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations    |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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 role requires knowledge of organizational and management principles, with specific knowledge in managing programs and operationalizing program design.

Essential skills and experience include:

- Masters' of Public Health, Public Administration, or other degree demonstrating capacity for knowledge and skills and five years of professional-level evaluative, analytical and planning work OR any combination of experience and education equivalent to eight years of professional-level experience related to evaluative, analytical and planning work.
- In depth knowledge of state and federal health care policy, health services research, and/or using health care expenditure utilization and quality assurance data in developing and presenting reports.
- Excellent written and verbal communication skills, including experience producing written reports, visualizing and presenting data effectively for diverse audiences, and synthesizing research findings into actionable information.
- Demonstrated project management experience, including ability to effectively manage multiple project timelines, contracts, plans, and deliverables.
- Demonstrated ability to convene, lead, and facilitate community partner groups, with the ability to gain consensus among members with diverse views.
- Prefer experience developing, implementing, or evaluating policies and programs that promote equity and inclusion and reduce racial and ethnic disparities and knowledge of Oregon's standards for Race, Ethnicity, Language and Disability (REALD) data
- Demonstrated ability to deliver a complete and professional products, and work independently with minimal supervision.
- Superior organizational skills; flexible and detail-oriented.
- Excellent MS Office skills (Excel, Word, Publisher, PowerPoint)

- Knowledge of management principles, including planning, organizing, supervision, and decision-making; experience effectively managing program teams
- Knowledge and experience in analysis of complicated rules, regulations, policies and procedures.
- Knowledge of financial management, budgets, contract management, and program management; as well as experience conceptualizing and completing projects independently

Additional preference may be given to candidates with:

- Public sector work experience.
- Experience with labor economics or wage policy in health care or another sector
- Experience with health care workforce policy, workforce recruitment and retention, and workforce regulatory programs.

**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
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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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



\_\_\_\_\_  
Appointing Authority Signature

Feb 14, 2024

\_\_\_\_\_  
Date