



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
October 30, 2025

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: Program Analyst 1
- b. Classification No: 0860 c. Effective Date: 7/1/2021
- d. Position No: 1019388
- e. Working Title: Hospital Reporting and Cost Growth Program Analyst
- f. Agency No: 44300
- g. Section Title: Health Policy & Analytics Division; Office of Health Policy
- h. Employee Name: _____
- i. Work Location (City — County): Portland- Multnomah; Salem – Marion
- j. Supervisor Name: Sarah Bartelmann
- 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.

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 Health Policy & Analytics 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 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.

The Health Policy & Analytics Division (HPA) includes focused areas of work within and among the following units:

- The Office of Health Policy provides health policy analysis and development; coordinating strategic and implementation planning and evaluation to provide information needed for OHA policy development. It also provides staff support, policy coordination, and project management in support of the Oregon Health Policy Board and a variety of committees including: the Medicaid Advisory Committee and the Health Care Workforce Committee. In addition, the unit provides technical assistance and coordination for OHA primary care, safety net initiatives and grant programs, and works closely with OHA health programs and Public Health Division to implement health system transformation.
- The Office of Health Analytics comprises research, policy, and analytic staff who collect, organize, and analyze data pertaining to Oregon’s health system that can be used by practitioners and policy makers both inside and outside of state government. In collaboration with other OHA divisions, staff

collect and conduct analyses on a wide range of data, including the All Payer All Claims (APAC) database, health insurance coverage, hospital and ambulatory discharge, hospital financials, and health care workforce to evaluate OHA program performance and to provide more complete picture of access, quality, cost, and utilization across Oregon's health care system. The Office of Health Analytics provides reports and recommendations so that OHA leadership, the Governor, and the Legislature can better understand and improve upon the performance of OHA programs and the quality of Oregon's health system as a whole.

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 primary purpose of this position is to support the ongoing operations of the Sustainable Health Care Cost Growth Target Program in the Office of Health Policy and the Hospital Reporting Program in the Office of Health Analytics, with a focus on coordinating data submissions and ensuring data submitter compliance, as well as compiling data for reports.

The Sustainable Health Care Cost Growth Target Program collects, analyzes, and reports data from health insurers, hospitals, and health care providers. The Program Analyst works to coordinate and ensure compliance for the cost growth target data submission and validation process, as well as compiling data for summary reports related to health care cost growth and cost growth drivers. The Program Analyst provides operational support for the Advisory Committee, the Technical Advisory Group, and other internal and external stakeholder meetings.

The Hospital Reporting Program collects, maintains, and analyzes hospital financial and utilization data to inform policymaking. The Program Analyst coordinates intake, tracking and request fulfillment for ambulatory surgical, emergency department, hospital inpatient and outpatient data, and community benefit spending data; provides process management and ensures compliance for data submissions; prepares and tracks community benefit reporting program materials; and prepares reports and presentations.

This position works closely with other staff in Health Analytics and Health Policy, including the Cost Growth Target (CGT) Program Team, the Hospital Reporting Team, the Health Care Market Oversight (HCMO) Team, and the All Payer All Claims (APAC) Team. This position works collaboratively with analytic, policy, and program staff across OHA divisions, as well as with staff from other state agencies, such as the Department of Consumer and Business Services (DCBS).

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
50%	N	E	Program Coordination: Data Collection & Validation The Program Analyst will coordinate timely and accurate data collection for the Sustainable Health Care Cost Growth Target Program and the Hospital Reporting Program. Specific activities may include: <ul style="list-style-type: none"> Developing data collection templates, specifications, guidance documents, tracking tools and other materials

			<ul style="list-style-type: none"> • Supporting data collection rule making and process development. • Coordinating data submission and data management processes, including tracking submissions • Communicating with data submitters to ensure timely submission and compliance with reporting requirements. • Supporting data validation processes, including monitoring validation progress, communicating with data submitters, and coordinating peer review conducted by other project team members
30%	N	E	<p>Program Coordination: Reporting</p> <p>The Program Analyst will compile and summarize data for the Sustainable Health Care Cost Growth Target Program and the Hospital Reporting Program and support public reporting efforts for both programs. Specific tasks may include:</p> <ul style="list-style-type: none"> • Compiling and summarizing data for analysis or reporting • Creating charts, tables, and other figures • Drafting narrative and other report content • Coordinating peer review and validation of analyses conducted by other project team members • Documenting processes and workflows with the project team. • Ingesting, tracking, and filling requests for data • Designing and creating program materials and communications, including newsletters, FAQs and presentations • Posting reports and other materials and maintaining program websites <p>The Program Analyst may also help prepare data and materials for journal articles, white papers, policy briefs and presentations.</p>
10%	N	E	<p>Program Coordination: Stakeholder Engagement</p> <p>The Program Analyst will provide organization support and facilitation for internal and external Cost Growth Target and Hospital Reporting Program meetings, including team meetings, cross-agency coordination meetings, committee, board and technical advisory group meetings, rules hearings, and other stakeholder and public meetings as needed.</p>
10%	N	NE	<p>Other duties as assigned. Duties could include providing technical assistance to internal and external stakeholders regarding the Sustainable Health Care Cost Growth Target Program and Hospital Reporting Program.</p>
At All Times			<p>Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity, and demonstrates recognition of the value of individual and cultural differences. Sets clear guidelines and models expected professional behaviors.</p>

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.

There are frequent interruptions, demanding time frames, and the need to work extended hours during peak work periods. Work is done in open cubicles. There is daily work on a desktop computer for prolonged periods. This position could be stationed in Portland or Salem or remotely, and may require occasional travel to the other location and around the state as needed to attend in-person meetings.

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:

Standards of professional principles and practices, including ethical standards
Oregon Revised Statutes
Oregon Administrative Rules
Oregon Health Authority Policies and Procedures
Attorney General's Administrative Law Manual
Attorney General's Model Public Contract Rules Manual
Attorney General's Public Records and Meetings Manual
Federal laws and rules governing program-specific grants
Requirements of relevant federal cooperative agreements
Requirements of relevant grants or other funding sources
Applicable federal and state information privacy and security laws, policies and procedures

b. How are these guidelines used?

Assist in formulating policies and establishing priorities and procedures and to establish parameters for carrying out the duties of this position.

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?
OHA Health Analytic leadership and staff	By telephone, electronic mail, letter or in person	Collect, analyze, provide and discuss information related to the Hospital Reporting Program. Respond to queries and information requests.	Daily
OHA Sustainable Health Care Cost Growth Target program staff	By telephone, electronic mail, instant message or in person	Collect, analyze, provide and discuss information related to the sustainable health care cost growth program. Respond to queries and information	Daily

		requests. Prepare content for stakeholder meetings, reporting	
Representatives of the health care/insurance industry and providers	By telephone, electronic mail, letter or in person	Collect, analyze, provide and discuss information related to the Sustainable Health Care Cost Growth Target program and the Hospital Reporting Program.	Weekly
All levels of OHA/DHS, staff of other agencies, staff of other public and private organizations	By telephone, electronic mail, letter or in person	Respond to queries and information requests.	As directed
Research partners, evaluators and vendors/contractors	By telephone, electronic mail, letter or in person	Respond to queries and information requests. Coordinate workflow, tasks; Clarify processes, issues	As directed
General public	By telephone, electronic mail, letter or in person	Respond to information requests.	As directed

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position coordinates data submission, validation and reporting efforts for existing state programs using independent judgement to interpret and implement existing methods. This position may also be directed to help support more complex analytic and reporting projects. This position makes decisions that affect the reliability, validity and value of data that is used for statewide health system transformation programs.

The person in this position must exhibit balanced judgement, clear verbal and written communication, and the ability to work with staff and management to ensure data collected and reported provides a basis for sound decisions. The person in this position must be able to use logic and reasoning to identify complex problems, identify strengths and weaknesses of alternate solutions and approaches to problems, and implement solutions.

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
Health Policy and Program Manager 3 (HPPM3)	1019081	In person, telephone, email, instant message	Weekly or biweekly	Review and clarify goals, provide feedback on performance, review work products, provide project direction, solve problems, and ensure satisfactory performance of employee

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 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.

Minimum Qualifications

- A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, or a degree related to the program that demonstrates the capacity for the knowledge and skills;
OR
- Any combination of experience or education equivalent to three years technical-level experience that typically supports the knowledge and skill requirements.

Knowledge and Skills

Required

- At least one year of work experience that involves supporting or coordinating data collection, validation, fulfilling data requests, and/or reporting, preferably in health care.
- At least one year of developing reports and other written communications (e.g. policy briefs, FAQs, presentations, etc).
- Demonstrated ability to communicate effectively (verbally and in writing)
- Demonstrated ability to coordinate multiple competing priorities
- Demonstrated attention to detail
- Demonstrated ability to identify complex problems and develop solutions
- Experienced user of Microsoft Office suite
- Experience in a customer / client facing position

Preferred:

- Knowledge of statistical software packages, preferably R or SAS, and programming languages, preferably SQL
- Knowledge of health care cost data and/or hospital data
- Experience with Tableau or other data visualization software
- Knowledge of state and federal health policy, Medicare and Medicaid programs, and health care reform efforts
- Experience working in a matrixed team 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
N/A	N/A	N/A

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