



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:

Statutory Assignment:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Health Policy & Analytics

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Research Analyst 3
- b. Classification No: C1117 c. Effective Date: 11/21/2024
- d. Position No: 1019083 / 000000107659
- e. Working Title: Health Data Analyst
- f. Agency No: 44300
- g. Section Title: Office of Health Analytics
- h. Employee Name: _____
- i. Work Location (City — County): Portland, Multnomah or Salem, Marion or remote
- 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.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board (OHPB) working toward comprehensive health and health care reform in our state.

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.

The Health Policy & Analytics (HPA) Division resides within the OHA, which was created as part of HB 2009 during the 2009 Legislative Session. The HPA Division provides health policy analysis and development; coordinates strategic and implementation planning; conducts policy and health services research and evaluation to provide information needed for OHA, OHPB, and elected officials. The Office of Health Analytics is responsible for developing financial, performance and administrative data, information, and metrics to support key management and cost decisions within OHA to support its mission.

OHA's 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.

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 Health Cost Data Analyst, you will play a key role in supporting the ongoing development, maintenance, and administration of the Sustainable Health Care Cost Growth Target Program. You will collect, analyze, and report data from health insurers, hospitals and health care providers and work with summary data from those groups and complex health care claims, encounter, and enrollment data to produce summary statistics, performance measures, and other indicators to track whether targets are met and, if not, potential areas of improvement in controlling cost growth.

In this role, you will oversee data quality and validation efforts, report generation, processing, and fulfillment of data requests, and ad hoc analyses for internal and external stakeholders. You will be responsible for planning and managing key initiatives related to data analysis, validation, and internal process improvement.

Additionally, you will work closely with other analysts in Health Analytics, the Sustainable Health Care Cost Growth Target Program staff in the Office of Health Policy, and work collaboratively with analytic, policy, and program staff across agency divisions, such as the Public Health Division and the Health Systems Division, as well as with staff from other state agencies, such as the Department of Human Services (DHS) and 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
At all times	N	E	Cultural Competency Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents and abilities are valued. Create and maintain a work environment that is respectful and accepting of diversity.
At all times	N	E	Coordination and Cross-Training Communicate and coordinate with coworkers with the Office of Health Analytics. Identify areas for collaboration and creating efficiencies by eliminating duplication and increasing efficiency and effectiveness of information gathering and dissemination.
At all times	N	E	Professional communication Exhibit professional communication skills at all times whether oral, written or nonverbal cues.
20%	N	E	Data Collection & Loading The Health Cost Data Analyst will design and coordinate projects to collect timely and accurate data for the program. Specific activities include: <ul style="list-style-type: none"> • Determine and document data fields needed in order to validate, report, and analyze data. • Align data collection standards with other similar state or national efforts and implementation recommendations. • Coordinate data collection standards with team and stakeholders to develop consensus around any needed changes. • Coordinate with data submitters to ensure timely and accurate reporting. • Monitor data loading process and troubleshoot as necessary. • Track project timelines to ensure timely completion. • Work with the project team to continually improve the process of collecting and loading data to support data analysis.
60%	N	E	Data Analysis, Reporting, and Dissemination The Health Cost Data Analyst will navigate complex data systems and analyze large administrative data sets including data specific to the Sustainable Health Care Cost Growth

			<p>Target Program and the APAC database. Specific tasks include:</p> <ul style="list-style-type: none"> • Complete data analysis projects related to quality, utilization, and cost measurement reporting, including trends and statistical modeling. Provide information for federal, state, public, and internal reporting. • Prepare reports and interpret analyses for OHA leadership, program staff, CCOs, insurers, providers, and other external stakeholders. • Develop technical documents related to quality, utilization, and cost measurement including technical specifications, issue briefs, and write-ups of methods for public and internal use. • Prepare data, presentations, draft text, and graphical displays to report results to internal, external, and public audiences. • Conduct literature reviews. Examine national trends and State data to evaluate services and processes. • Lead the development and implementation of analytic tools, such as groupers, risk adjusters, and other algorithms, data tables, and processes needed to improve analytical capacity and efficiency. • Document processes and work flows with the project team. Seek to automate analytic and reporting processes when feasible. • Oversight of other research analysts assisting with the data research, analysis and reporting. This includes Research Analyst 2 and 3 classifications that work within Health Policy & Analytics.
10%	N	E	Provide technical assistance regarding the Sustainable Health Care Cost Growth Target Program data to OHA staff and other partners. Attend team meetings, committee and board meetings, cost hearings, stakeholder meetings and public meetings when needed.
10%	N	E	Other analytic and coordination duties as assigned.

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 for some overtime. Work is done in open cubicles. There is daily work on desktop computer for extended periods of time. Frequent in person attendance at staff meetings will be required. 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:

1. Guidelines used to do this job include state law and administrative rules; federal laws and regulations for Medicaid; federal budget reconciliation acts; current and proposed state legislation; nationally accepted standards for participation in programs involving research into health status and satisfaction; nationally recognized protocols and formats for health services research; agency policy and procedure manuals; provider contracts; Title XIX State Plan, and waivers granted by Centers for Medicare and Medicaid Services.
2. National and state confidentiality and privacy guidelines such as HIPAA privacy rules.
3. This job requires frequent contact with data systems for which data dictionaries, procedures and policies exist.

b. How are these guidelines used?

1. These guidelines are used to set parameters and requirements for the administration of the Oregon Health Plan, Health System Transformation demonstration program and broader health reform support.
2. 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.
3. 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?

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?
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

OHA Health Analytic leadership and staff	By telephone, electronic mail, letter or in person	Collect, analyze, provide, and discuss information related to the APAC database. Respond to queries and information requests.	Daily
OHA Sustainable Health Care Cost Growth 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 requests. Prepare content for stakeholder meetings and reporting.	Daily

Representatives of the health care/insurance industry	By telephone, electronic mail, letter or in person	Collect, analyze, provide, and discuss information related to the Sustainable Health Care Cost Growth Target Program.	Monthly/ As needed
All levels of OHA/DHS, staff of other agencies, staff of other public and private organizations, and national health research and policy groups	By telephone, electronic mail, letter or in person	Respond to queries and information requests.	Daily/Weekly
External Vendors and Consultants	By telephone, electronic mail, letter or in person	Coordinate workflow, tasks; clarify processes, issues.	Daily/Weekly
Representative from other state agencies	By telephone, electronic mail, letter or in person	Respond to queries and information requests.	Monthly/As needed
General public	By telephone, electronic mail, letter or in person	Respond to information requests.	Monthly/ 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 that is used for statewide health system transformation decisions, including management of OHA program resources, oversight, and high-profile policy decisions. The person in this position must exhibit sound analytic training, balanced judgment, strong planning skills, clear verbal and written communication, ability to overcome deficiencies in data and the ability to work with many staff and management to ensure analysis provides a basis for sound decisions.

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
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Functional Manager: Health Policy and Program Manager 3, Research and Data Manager	1008579	In person, telephone, e-mail, group meetings	Weekly or more frequently	Review and clarify goals, provide feedback on performance, review work products, provide project direction, solve problems, and ensure satisfactory performance of employee
Project Manager: Health Policy and Program Manager 3 – Cost and Coverage Policy Manager		In person, telephone or email	Weekly or biweekly	Review work products, provide project direction, ensure alignment between projects

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.

- Graduate-level coursework in health sciences, economics, statistics, informatics, public policy, public health or computer science preferred.
- At least two years of work experience analyzing health care financial data or claims data preferred.
- Knowledge of health care claims, encounter, and enrollment data, and health care quality, cost, and utilization measures.
- Knowledge of statistical software packages, preferably R or SAS, and programming languages, preferably SQL.
- Demonstrated ability to write scripts/macros in software that automates the process of extracting and compiling data from Excel or flat files.

- Knowledge of health services research and evaluation design, methods, and analyses.
- Demonstrated ability to perform statistical and quantitative analyses.
- Demonstrated ability to effectively present data using text, charts, graphs, and other data visualizations.
- Demonstrated ability to coordinate multiple competing priorities.
- Knowledge of state and federal health policy, Medicaid and Medicare programs, and health care reform efforts preferred.
- Experience with Tableau or other data visualization software.
- Experience in promoting a culturally competent and diverse work 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

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
_____	11/1/2024
Supervisor Signature	Date
_____	_____
Appointing Authority Signature	Date