



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
3/19/2025

This position is:

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

Agency: Oregon Health Authority

Division: Office of Health Policy & Analytics

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Research Analyst 4
- b. Classification No: C1118 c. Effective Date: 7/1/2011
- d. Position No: 4065402 / 000000010914
- e. Working Title: Behavioral Health Policy & Data Analyst
- f. Agency No: 44300
- g. Section Title: Office of Health Analytics
- h. Employee Name: TBD
- i. Work Location (City — County): Salem-Marion
- j. Supervisor Name: Lisa Wyman
- 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 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 and 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, partnership, innovation and transparency.

This position is in the Office of Health Policy & Analytics (HPA) within the Oregon Health Authority (OHA). HPA provides leadership, balanced information, and data analysis to support policy development, program implementation, and system evaluation. Health Analytics uses existing and new OHA health data resources to analyze both Oregon's health care system and OHA's program performance and make recommendations for OHA leadership, the Governor, and the legislature. HPA partners with other OHA, DHS and Shared Services offices to support the Authority's mission by:

- Analysis and reporting of health system financial, performance and administration data and metrics to support key management, program, and policy decisions within OHA.
- Health system-wide research on Oregon's health care workforce, insurance coverage, federal reform implementation, the health care safety net, health disparities, health care utilization and costs.
- Conducting financial and economic modeling required for policy impact analysis, OHA and state budget health expenditures, and payment reform.
- Data analysis on a variety of data sources including Oregon's Medicaid claims, hospital and emergency department discharge databases and health service surveys.
- Program monitoring and evaluation in partnership with the Health Services Division and external researchers of major OHA initiatives including health system transformation.

The Health Analytics staff has expertise in behavioral, oral, and physical health care programs, data extraction and manipulation, claims analysis, statistics, research design, actuarial principals and methods, economics, and budget.

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 Behavioral Health Policy and Data Analyst, you will support behavioral health policy decision-making and strategic planning efforts. This includes data analysis for assessment, prioritization, and monitoring of behavioral health priorities. Together with the Behavioral Health Analytics Manager, you will work collaboratively with staff across the Oregon Health Authority (OHA) to provide programmatic support and project coordination for various aspects of service transformation and integration.

Issues and recommendations within the purview of your role will be highly visible and potentially controversial to the affected health care constituents, state agencies, and Governor's office. You will handle policy issues that are often have complex and interdependent technical, political, fiscal, administrative, and other aspects that must be considered and addressed. The scope of details to consider is numerous and often unidentified, requiring an ability to clarify and prioritize tasks in order to effectively navigate a challenging and fast-paced work environment with a broad array of partners.

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>Cultural Competency</p> <p>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.</p>
At all times		E	<p>Coordination and Cross-Training</p> <p>Communicate and coordinate with coworkers within the Office of Health Analytics and with partners outside HPA. Create and maintain a work environment that is respectful and accepting of diversity among team members and the people we serve. Identify areas for collaboration and creating efficiencies by eliminating duplication and increasing efficiency and effectiveness of information gathering and dissemination.</p> <p>In consultation with manager, establish and enact a plan for becoming skilled at specified tasks outside of this position’s usual job duties.</p>
40%		E	<p>Block Grant Reporting</p> <p>Oversee and coordinate the reporting needed for the OHA to be in compliant with federal funders for the behavioral health block grants. Orchestrates communication with programs across OHA, including Behavioral Health Division and Medicaid Division, and OHA budget teams to gather needed data inputs for the block grant reporting.</p> <p>Work with other team analysts to pull block grant data from data systems such as DSSURS (Medicaid claims), MOTS, and ROADS. Work with other analysts to organize and implement the use of automated reports within the behavioral health data warehouse (also known as ODE).</p> <p>Ensure all block grant reporting is submitted by needed deadlines and that the data are of high quality. Serve as communication point with the federal funders and their associated contractors.</p> <p>Together with the manager of the team, ensure that OHA leadership, the Governor’s office, the Oregon Health Policy Board, other state agencies, health plans, and behavioral health groups have adequate information to monitor and improve behavioral health services.</p>

% of Time	N/R/NC	E/NE	DUTIES
30%		E	<p>Data Analyses</p> <p>Provide analytic support for the federal block grant beyond reporting for compliance with funders. Work with program to identify ongoing program data needs outside of the required reports. Work with program and their leadership to conduct data needs assessments to inform the design of data product queues to fulfill over the next calendar year. Create data product queue and organize the queue for successful implementation.</p> <p>Exercise considerable independent judgment to plan, lead and manage the development, implementation and evaluation of major research or complex data analysis projects, including but not limited to research methods, and managing and preparing responses to requests.</p> <p>Ensure principles related to health equity research, data collection, data analysis and communication are fully integrated in analytical work.</p> <p>Document standards and processes used to analyze the impact of behavioral health disorders in Oregon.</p>
20%		E	<p>Other Report Preparation and Automation</p> <p>Write reports, including tables, graphs, and charts, summarizing survey and research findings. Distill larger reports into executive summaries, talking points, issue briefs and fact sheets for the public, OHA leadership and other audiences which explain the significance of trends and key findings.</p> <p>Lead efficient and cost-effective reporting through design of automated processes when possible. Identify potential Business Intelligence (BI) reports in consultation with Behavioral Health Division, HPA and other research staff. Work to automate needed reports within the behavioral health data warehouse (known as the ODE).</p> <p>Plan and oversee design of mental health and/or substance use disorder related reports on forensic and non-forensic population. Develop and document logic structure and extraction strategies for data sets; analytical steps and code; reporting timelines and responsibilities.</p>

% of Time	N/R/NC	E/NE	DUTIES
			Design and develop mental health and substance use disorder related reports to meet federal reporting requirements. Work with IT staff (in-house and tech contractors) defining procedures to automate such reports. Train and guide lower level analysts in report development. Manage timely completion of reports and BI projects by identifying and resolving technical issues and coordinating work of the team of analysts.
5%		E	Technical Consultation Support cross-agency collaboration by providing and coordinating data reporting technical assistance and guidance documents around the federal block grants. Coordinate opportunities for internal and external contributors (e.g., OHA and other agency staff, health plans, behavioral health service providers, etc.) to provide input for federal block grant reporting. Serve as OHA subject matter expert (SME) on the data need for block grant reporting.
5%		E	Other assignments as determined by the Manager of Behavioral Health and other Health Analytics managers including Director of Health Analytics.

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.

This position requires the ability to work remotely and maintain good communication with management, co-workers and partners. There is daily work on a desktop computer for extended periods of time; on-site office work is done in open cubicles. There are frequent interruptions, demanding time frames, and the need for extended hours during peak work periods and Legislative Sessions. At times, this position works with groups composed of individuals with diverse viewpoints.

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:**

Guidelines used to do this job include state law and administrative rules; federal laws and regulations for Medicaid and Behavioral Health services; 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; and Substance Abuse and

Mental Health Services Administration (SAMHSA) Block Grant.

National and state confidentiality and privacy guidelines such as HIPAA and 42 CFR privacy rules.

This job requires frequent contact with data systems for which data dictionaries, procedures and policies exist.

b. How are these guidelines used?

These guidelines are used to set parameters and requirements for the administration of the Oregon Health Plan, Health System Transformation demonstration program and the SAMHSA Block Grant. 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. 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?
Behavioral Health Division Staff	Online meetings/Phone/Email/ In Person	Coordinate / research / work assignments / problem-solve / share information	Daily/Weekly
HPA, Health Policy Staff	Online meetings/Phone/Email/ In Person	Project management	Daily/Weekly
Contractors and Other Health Organizations (MHSIP survey, CCOs, CMHPs, CJC)	Online meetings/Phone/Letter/ Email/In Person	Collaboration; project management	Daily/Weekly
Representatives from other state agencies	Online meetings/Phone/Letter/ Email	Collaboration	Daily/Weekly

SECTION 7. POSITION-RELATED DECISION MAKING

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

The employee makes recommendations related to the planning, scheduling, and implementation of major projects. The employee will implement projects as directed by management, but may create project plans and schedules, or implement major projects. This position is responsible for keeping informed of the progress of related projects and/or research activities within and external to OHA and DHS. The employee will also independently use in-depth program knowledge to respond to written and telephone inquiries regarding behavioral health services measurement.

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
Behavioral Health Analytics Manager Health Policy and Program Manager 3 (HPPM3)	4065314	In person, email, Teams	Weekly	Provides guidance and input for the work to learn potential influence on broad agency or state policy and program goals.

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.

Position Requires:

- (3) years of experience with statistical software and programming languages, such as SAS and SQL. Experience with data management and statistical analyses.
- Experience with health outcomes research, healthcare delivery systems research, and/or health survey research. Experience with research in the following other related fields may also be substituted: social work, public health, sociology, nursing, psychology, biomedical science, economics, and other related fields.
- Experience producing written reports, executive summaries and fact sheets.

- Experience in visualizing data, including implementing self-service analytic dashboards.
- Quantitative and qualitative problem-solving skills. Preference given for ability to conduct formal qualitative data analysis
- Experience working with large administrative datasets. Preference given to experience with healthcare claims data.
- Experience with project management tools and overseeing projects of moderate to large size. Strong organizational skills.
- Experience with behavioral health treatment services and/or other social services.
- Experience collecting, analyzing and disseminating granular data on race, ethnicity, language, disability, sexual orientation and/or gender identity.
- Experience in advancing health equity, addressing systemic health disparities, and collaborating with diverse, vulnerable and underrepresented populations.
- Experience managing analytical projects that involve groups with diverse and/or opposing views and arriving at mutually acceptable solutions.
- Strong communications skills and the ability to translate complicated data topics into understandable plain language

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
_____	_____
Supervisor Signature	Date
_____	_____
Appointing Authority Signature	Date