



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
7/16/26

Agency: Oregon Health Authority

Division:

☒ 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: Research Analyst 3
- b. Classification No: C1117 c. REPR Code: OAH
- d. Position No: 2731384
- e. Working Title: Health Care Research Analyst (RHTP)
- f. Agency No: 44300
- g. Section Title: Research and Data – Office of Health Analytics
- h. Employee Name: Vacant
- i. Work Location (City — County): Portland / Five Oak
- j. Supervisor Name: Shubha Devadoss
- k. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☐ Exempt If Exempt: ☐ Executive ☐ Professional
☒ Non-Exempt ☐ Administrative ☐ Computer
- 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 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 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 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.

The Health Policy & Analytics Division provides leadership, balanced information, and data analysis to support policy development, program implementation, and system evaluation. The Office of Health Analytics, within HPA, 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.

The Office of Health Analytics comprises research, financial, and analytic staff who collect, organize and analyze data pertaining to Oregon’s health system for use by practitioners, researchers, and policy makers both inside and outside of state government. In collaboration with other OHA divisions and external partners, staff collect and analyze a wide range of data, including Medicaid, behavioral health, the All Payer All Claims database, health insurance coverage, hospital and ambulatory discharge data and 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 partners with other OHA, ODHS and Shared Services colleagues to support OHA's mission by:

- Analyzing and reporting health system financial, performance and administration data and metrics to support key management, program, and policy decisions within OHA.
- Conducting health system-wide analysis of 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.
- Collecting data, including Oregon's All Payer All Claims database, hospital financial reports, CCO and managed care quality metrics, and insurance surveys.
- Program evaluation in partnership with the Health Services Division and external researchers of major OHA initiatives including health system transformation.

Office of Health Analytics staff have expertise in behavioral, dental, 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:

The primary role of this position is to work in collaboration with Senior Research Analyst/Data Methodology Lead and the Manager as well as the Data and reporting workgroup for the development and implementation of Oregon's Rural Health Transformation's Data and Reporting Program to ensure that OHA is able to successfully meet program requirements and maintain compliance with CMS for data and reporting. This position will analyze program data which will include data from a wide variety of sources both internal and external. In collaboration with the data and reporting team, this position will manage the submission of annual and quarterly reports to CMS. This position will also be responsible for developing and implementing surveys for data collection, writing reports as well as conducting ad hoc analyses for program monitoring. The position will be responsible for establishing and refining procedures to assure the quality of data and validity of results. The research analyst will work closely with Data and Reporting Team to ensure high-quality results are delivered in a timely manner. In addition to this, the position will help with summarizing program trends, ensuring analytical capacity and supporting the development of Program monitoring strategy along with the Manager and Senior Research Analyst.

This position will work closely with the Data & Reporting Workgroup to develop key performance indicators as well as monitoring strategy which will include regular reports, dashboards and other communications related to metrics monitoring, and will also work closely with the Evaluation Research Analyst. The position may provide analyses for leadership and legislative requests; fulfill data requests from researchers; produce data visualizations and, provide technical consultation to others inside and outside OHA about RHTP program data.

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”.

At all times	NC	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 within 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. In consultation with manager, establish and enact a plan for becoming skilled at specified tasks outside of this position’s usual job duties.
40%	N	E	Research, Planning, Design, Data collection and Analyses Independently plan and coordinate moderately complex data analyses projects, including but not limited to developing and employing data validation processes, designing research methods, writing and updating process documentation, and managing and preparing responses to data requests. Select the best technological, methodological and analytical solutions with which to achieve the duties of the position. Write programs to analyze quantitative and qualitative data using various research methods and statistics. Establish procedures to verify data quality and research results. Provide technical directions to data submitters, and verify the accuracy, validity and completeness of data delivered. Be familiar with research literature, and national and state trends pertinent to position’s area of focus.
20%	N	E	Report Development and Dissemination Prepare static and interactive reports summarizing analytic findings. Explain the significance of trends and key findings. Distill larger reports into executive summaries, talking points, issue briefs and fact sheets for the public, OHA leadership and other audiences. Prepare compelling data visualizations and interpret complex results for non-technical audiences.

20%	N	E	Technical Consultation and Communication Provide technical consultation to data users within and outside of OHA. Manage data requests and perform ad hoc analyses. Support researchers with matching to data when needed.
10%	N	E	Project Management & Coordination Employ standard project management techniques to plan and carry out work responsibilities. Identify resources, track timelines and manage all aspects of workflow to meet target deadlines. Anticipate possible problems in each project's critical path and make contingency plans. Communicate with project team and management on an ongoing basis. Lead and coordinate major research projects in collaboration with Program data lead.
10%	N	E	Other work as assigned by Research Analyst (RA4) and Data Manager

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.

Requires occasional travel around the state; frequent use of a computer for prolonged periods to analyze data files, produce written documents and develop spreadsheets. General office conditions including personal computer work may require overtime. Must have a valid driver's license and good driving record. There are frequent interruptions, demanding time frames, and the need for some overtime. Work is done in open cubicles. 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:

Federal and state legislation involving health care to Oregonians, Oregon Revised Statutes (ORS), DHS/OHA Administrative Rules and Policies. This job requires working with data systems for which data dictionaries, procedures and policies exist.

b. How are these guidelines used?

These guidelines 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 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? 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?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
OHA Health Analytics leadership and staff	By telephone, electronic mail, instant message, memo or in person	Collect, analyze, provide and discuss information related to the Health Care Workforce Reporting Program, and present findings	Several times a week
Licensing boards and licensees	By telephone, electronic mail, letter or in person	Troubleshoot survey administration with boards and licensees. Respond to ad hoc requests for information	Daily to several times a week
Survey vendor	By telephone, electronic mail, letter or in person	Clarify processes, resolve issues.	Daily/Weekly
All levels of OHA/DHS/DCBS staff, 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	Assist Research Analyst 4 in responding to queries, information and data requests	As needed
General Public	By telephone, electronic mail, letter or in person	Collect, analyze, provide and discuss information related to the Health Care Workforce Reporting Program, and present findings	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Decisions related to identifying and selecting policy options for analysis, presentation, and selection. Work will require clear interpretation of program specifications as they relate to policy options and clear presentation, using graphs, charts, and narratives.

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
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter"</i>				

Principal Executive Manager F, Research and Data Manager	1008579	By telephone, reports, email or in person	Daily and/or weekly basis	To assign work, evaluate performance, discipline, and respond to grievances of other employees.
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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?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☒ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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.

Knowledge of issues related to health care finance, delivery, health policy and healthcare reform. Extensive knowledge of research design, methods and advanced analytical research techniques. The ability to apply methods and procedures of technical report writing to communicate effectively verbally and in writing. Extensive knowledge of computer concepts, applications and capabilities including systems design, elementary programming languages and statistical or quantitative analysis software packages as related to research studies. A Bachelor's degree in statistics, health related field, accounting, finance, social sciences, or related field is required. A Master's degree in biostatistics, public health, public administration, finance, social sciences, accounting, or related field is preferred.

- Masters' of Public Health, Public Administration, Biostatistics, Public Health or other degree demonstrating capacity for knowledge and skills and two years of professional-level evaluative, analytical and planning work OR any combination of experience and education equivalent to five years of professional-level experience related to health care policy and program evaluation.
- Knowledge of issues related to health care, delivery, health policy and healthcare reform.
- Extensive knowledge of research design, methods and advanced analytical research techniques.
- The ability to apply methods and procedures of technical report writing to communicate effectively verbally and in writing.
- Extensive knowledge of computer concepts, applications and capabilities including systems design, programming languages such as SQL, and statistical or quantitative analysis software packages such as R or SAS.
- 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.
- Experience with metrics development and program monitoring including development of dashboards/score cards and other monitoring techniques.

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
_____	_____
	Aug 7, 2026
Appointing Authority Signature	Date