



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
12/1/2025

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: Health Policy and Program Manager 3
- b. Classification No: 7333 c. REPR Code: MMS
- d. Position No: TBD
- e. Working Title: Rural Health Transformation Program (RHTP) Director
- f. Agency No: 44300
- g. Section Title: Office of Health Policy
- h. Employee Name: Vacant
- i. Work Location (City — County): Portland - Multnomah
- j. Supervisor Name: Stephanie Jarem
- k. Position: ☐ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☒ Exempt If Exempt: ☒ Executive ☐ Professional ☐ Administrative ☐ Computer
☐ 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 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 and 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.

Section/unit description:

The Health Policy and Analytics Division provides agency-wide policy development, strategic planning, and clinical leadership. The Division develops statewide delivery system technology tools to support care coordination, health system performance evaluation reports, and Coordinated Care Organization and delivery transformation support. The Division also develops and implements innovative approaches working with its partners to achieve the triple aim of better health, better care, and lower costs through the seven program areas within HPA.

The Office of Health Policy, within the Division of Health Policy and Analytics, leverages existing and new data resources to evaluate Oregon’s healthcare system and the performance of programs administered by the Oregon Health Authority. The office provides insights and

recommendations to agency leadership, the Governor, the Legislature, the Oregon Health Policy Board (OHPB), and other key partners in Oregon's health system transformation work.

The federal Rural Health Transformation Program (RHTP) will expand access to care, grow the healthcare workforce, modernize technology and data systems, and invest directly in community-driven prevention and wellness initiatives. The RHTP and this position are based in the Office of Health Policy. Broadly, the Office provides health policy analysis and development; coordinates strategic and implementation planning and evaluation to provide information needed for OHA policy development. It also provides staff and coordination support to the Oregon Health Policy Board. The Office of Health Policy will staff and manage RHTP and coordinate implementation of the 5-year program.

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 is a management position situated within the Office of Health Policy. The primary purpose of this Director position is to directly collaborate with CMS and serve as the Rural Health Transformation Program overall day-to-day leader, overseeing state-wide implementation and management of the program in accordance with Oregon's RHTP goals and objectives and federal guidelines.

The RHTP Director will play a critical role in providing day-to-day support and strategic guidance for RHTP team members and ensuring alignment with federal guidelines, OHA strategic priorities and policy initiatives throughout the agency and state. The RHTP Director will work collaboratively with other HPA and OHA managers and with the Health Policy Director to support team integration and coordination. The RHTP Director will also play the lead role in coordinating with external partners. The Director will play a lead role across the RHTP for recruitment, hiring, and onboarding of new staff, directly recruiting new staff as well as for rotational assignments.

Specifically, this position will be responsible for the following:

Team Management and Strategic Leadership: Direct and oversee a team of managers/supervisors, policy analysts, program managers and administrative staff responsible for implementing the Rural Health Transformation Project to include budget and fiscal management, partner engagement, and cross-agency strategic and policy support. Monitor performance, develop, train, coach, and provide direction.

Office Coordination and Administration: Oversee and facilitate RHTP staff convenings, including planning and facilitating monthly all staff meetings, informational meetings, and opportunities for learning and staff development. Play a lead role in planning relevant cross agency meetings and external partner meetings. Principal liaison with Federal and State entities, such as the Federal Centers for Medicare & Medicaid Services (CMS), to ensure alignment and coordination of RHTP.

External Engagement and Outreach: Represent RHTP work internally and externally to include OHA leadership, Governor's Office, Oregon Tribes, other state and federal entities, implementing partners and other partners.

Position Management and Supervision: Direct, lead and manage staff responsible for executing RHTP and ensure coordination of work for alignment with RHTP goals and outcomes. Oversee and support other RHTP managers and supervisors in the recruitment, hiring and

onboarding of all new staff, including staff on rotational assignments, which will entail working closely with HPA’s Office of Business Operations and OHA Human Resources.

Issues and recommendations within the purview of this position are highly visible and potentially controversial to the affected public and private health care constituents, state agencies, and the Governor's office. The person in this position will work collaboratively with staff from across the Oregon Health Authority, as well as business leaders, health insurers, providers, system executives and other partners, contractors, and consultants. The holder of this position will consistently treat customers, partners, and co-workers with dignity and respect and will demonstrate recognition of the value of individual and cultural differences.

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
45	N	E	Team Management and Strategic Leadership Exercise full scope of management authority in providing leadership of Oregon’s Rural Health Transformation Program (RHTP). Lead the strategic planning, implementation, and oversight of the RHTP in alignment with Centers for Medicare & Medicaid Services (CMS) directives and federal funding requirements by developing a multi-year roadmap for rural health transformation, including timelines, budget, milestones, and evaluation metrics. Provide strategic direction and accountability for RHTP, including resolving conflicting priorities and allocating resources. Determine priorities by evaluating resources and alignment with larger OHA mission and priorities. Oversee data collection and analysis to evaluate program outcomes and inform continuous improvement by directing the development of a dashboard tracking rural health performance metrics such as healthcare access, quality, and outcomes. Translate federal and state health policy into actionable program strategies and operational plans by drafting internal policy guidance for rural providers on how to access transformation funding and meet Centers for Medicare & Medicaid Services (CMS) reporting requirements. Ensure compliance with OHA policies, state and federal regulations, and other applicable laws.

25	N	E	Office Coordination and Administration Serve as the primary liaison with the Centers for Medicare & Medicaid Services (CMS) and other federal agencies regarding Rural Health Transformation Program (RHTP) compliance, reporting, and programmatic alignment by coordinating quarterly meetings with CMS to review progress on grant deliverables and discuss policy updates affecting rural health. Plan and facilitate RHTP staff meetings: • RHTP All-staff meetings • RHTP managers meetings • Technical meetings (support role) Support connections and collaboration across HPA and the agency as it pertains to RHTP. Monitor grant and fiscal management • Collaborate with the RHTP Senior Budget Analyst and RHTP managers to develop and monitor RHTP team budget. • Oversee the receipt, allocation, and expenditure of federal grant dollars awarded to Oregon under Rural Health Transformation Program (RHTP) by approving budget allocations for rural provider technical assistance and monitor expenditures and ensure compliance.
15	N	E	Engagement and Outreach Represent RHTP to the media, other state and federal agencies, private entities, contractors, consultants, interested parties and the public in a variety of professional settings. Recommend policy strategies to senior managers and the Oregon Health Policy Board. Coordinate with rural health providers, community organizations, tribal governments, and other key partners to gather input and support program design and implementation by providing opportunities for rural counties to provide feedback on barriers to care counties to gather and incorporate findings into program design. This engagement could be done by hosting listening sessions across the state,

			or other successful outreach opportunities within each community. Apply Oregon Health Authority (OHA) health equity framework to all aspects of program design and delivery through translation of outreach materials into Spanish and other languages spoken in rural communities and partnering with culturally specific organizations for outreach.
15	N	E	Position Management and Supervision Oversee the recruitment, hiring and onboarding of new and rotational staff. This will include acting as hiring manager for certain positions or supporting other RHTP hiring managers. Will entail working closely with HPA's Office of Business Operations and OHA Human Resources. Reviews staffing needs and develops and adjusts staffing plans. • Plans, assigns and approves work, including developing, implementing and updating written position descriptions and work plans. • Develops, signs and discusses performance appraisals with subordinates. • Disciplines/rewards staff, including developing and implementing work improvement plans as necessary. • Investigates, responds to, and attempts to resolve grievances. • Interviews, performs reference checks, and hires staff considering diverse applicants. • Provides job-related training for staff to ensure they are prepared to perform assigned duties; provides opportunities for career development as appropriate.

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 is based in Portland, Oregon, with occasional travel required to Salem, rural communities across Oregon, and out-of-state locations for meetings or conferences related to the Rural Health Transformation Program.

The role involves frequent use of a computer for extended periods to prepare reports, develop spreadsheets, and manage program documentation.

Hybrid or remote work options may be available, subject to agency policy and operational needs.

May require extended work hours during peak periods, including legislative sessions, grant deadlines, or federal reporting cycles.

Regular collaboration with diverse partner groups, including state and federal agencies, rural health providers, community organizations, and advocacy groups, is a core part of the role.

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 DHS 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 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 will use these guidelines to develop policies impacting complex statewide issues. The position provides valuable analysis which will enable top management to make policy decisions of far-reaching consequences (e.g., OHA - and statewide). Guidelines provide structure and guidance for performing the job, which entails considerable judgment and independent reasoning. These guidelines are used to identify the requirements, constraints or barriers related to rural health under study to understand how health policy and recommended transformation strategies must be shaped to gain compliance; to identify areas requiring legislative change and/or to identify areas that require federal waivers of other regulatory action to allow implementation of proposed options.

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?
Rural Health Transformation Program staff and leadership	Phone, email, virtual platform, in-person	Support for statewide rural health, grant coordination, education	Daily
Representatives of local governments or other state agencies	Phone, email, virtual platform, in-person	Support for statewide rural health, grant coordination, education	Daily
All levels of OHA, ODHS, and staff of other public and private organizations and policy groups	Phone, email, virtual platform, in-person	Collect, provide and discuss information; manage projects; provide consultative advice, research finding; collaborate on	Daily

		legislative or policy changes related to the health policy	
External Project or Program Partners	Phone, email, virtual platform, in-person	Information gathering, problem identification, documentation, follow through, and report distribution	Daily/weekly
Other State, Federal or municipal agency staff	Phone, email, virtual platform, in-person	Information gathering and presentation, problem identification, documentation, follow through, and report distribution	Weekly/ Monthly
Federal program and grant officials	Phone, email, virtual platform, in-person	Assistance and report submission	Monthly
Governor and Legislators	Phone, email, virtual platform, in-person	Grant updates, request for support, report on grant	Quarterly

SECTION 7. POSITION-RELATED DECISION MAKING

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

Leads the strategic and operational execution of Oregon's Rural Health Transformation Program. This position is responsible for managing program implementation, overseeing federal grant funding, supervising staff, and serving as the primary liaison with federal agencies. The Director exercises independent decision-making authority in areas critical to program success.

The employee plans, schedules and leads implementation of a complex, nearly \$1 billion 5-year cooperative agreement with the Centers for Medicare & Medicaid Services. The position requires strategic policy, budgetary and management decision-making which could have statewide ramifications for Oregon citizens, particularly its rural population. With careful and wide consultation and within the bounds of the CMS cooperative agreement, the employee has latitude to decide important factors and parameters within the scope of RHTP. Findings and recommendations are normally accepted without significant change. This position is responsible for budget oversight as well as keeping informed of the progress of related projects and activities within RHTP. The position must often choose from among concurrent projects and activities and identify those that have the highest priority to the Oregon Health Authority, the Oregon Health Policy Board, the Governor's office and others that play a significant role in rural health care policy in Oregon.

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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Health Policy Director, Office of Health Policy (Health Policy and Program Administrator 1)	1014080	Phone, email, virtual platform, in-person	Weekly	Reduce barriers and identify work that may influence agency and statewide program goals.

SECTION 9. OVERSIGHT FUNCTIONS (*Supervisory positions only*)

- a. How many employees are directly supervised by this position? 5-6
- How many employees are supervised through a subordinate supervisor? 20-22
- 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.

- Bachelor's degree in public health, health administration, public policy, or a related field.
- Minimum of 5 years of experience in health policy, program management, or public administration, with at least 2 years in a supervisory or leadership role.
- Understanding of rural health systems, health equity, and healthcare transformation strategies.
- Familiarity with CMS regulations, guidance, and reporting requirements.
- Ability able to represent the state in federal discussions and negotiations with CMS and other agencies.
- Ability to interpret and apply federal and state health policy directives.
- Excellent communication and partner engagement skills, including experience working with federal agencies, state leadership, and rural communities.
- Proven ability to lead cross-functional teams and manage complex projects with multiple deliverables and deadlines.
- Strategic thinking and problem-solving skills to navigate evolving program requirements and rural health challenges.
- Financial management skills, including experience with grant budgeting, allocation, and compliance.
- A valid driver's license and a satisfactory driving record are required, or the ability to arrange alternative transportation to fulfill job duties.

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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TBD	TBD	TBD

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

May 14, 2026

Date