



STATE OF OREGON

Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
07/16/2026

Agency: Oregon Health Authority

Division: Health Policy & 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: Procurement & Contract Specialist 3

b. Classification No: C0438 c. REPR Code: OAH

d. Position No: 2731377 & 2731378

e. Working Title: Rural Health Transformation Program (RHTP) Procurement & Contract Specialist 3

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: Jenny Nones

k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

l. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☐ Executive ☐ Professional ☒ 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 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.

Insert section/unit description here:

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) expands access to care, grows the healthcare workforce, modernizes technology and data systems, and invests 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.

The RHTP Operations section is made up of a Communication & Engagement Team, Grants and Contracts Team, and a Data & Reporting Team. The Operations section has two main functions:

1. Assists the Program and Policy Initiative Section, and all RHTP Initiative Program Analysts by:
 - a. developing processes to complete, execute, and maintain grants and contracts with internal and external partners;
 - b. identifying cross-initiative strategies to ensure consistency and efficiency;
 - c. acting as subject matter experts on proper data collection and management;
 - d. and creating effective communication of RHTP goals and objectives to internal and external partners.
2. Create, develop, and monitor reporting requirements as identified by state and federal partners. The quarterly and annual reports due to the federal government are (1) data metrics initiative checkpoints reports (2) state policy actions reports (3) contracts and grants financial uses of funds reports and (4) community success stories and sustainability reports.

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 the RHTP Procurement & Contract Specialist position is to negotiate and develop solicitations and contracts, intergovernmental and grant agreements for OHA and ODHS related to the Rural Health Transformation Program that comply with all federal and state laws, Oregon Administrative Rules, agency policy and procedures, and other established criteria. This Position will be a primary liaison between ODHS and OHA.

Oregon's Rural Health Transformation Program is a priority, federal-state collaborative focused on initiatives to strengthen health care access, quality, and sustainability in rural communities by advancing regionally tailored models of care, workforce support, and technology adoption. It coordinates investments and partnerships across state agencies, local providers, and community partners to supports regionally driven solutions that reflect local needs to improve outcomes, reduce administrative burden, and advance long-term system stability.

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
30%	N	E	Contract Planning, Development and Negotiation - Develops complex RHTP contracts, intergovernmental agreements, grant agreements and amendments that reflect the programmatic intent of customers and supports Rural Health Transformation Program (RHTP) objectives, includes measurable performance criteria, and ensures legal sufficiency. - Develops complex, multi-party procurement contracts from inception to implementation, managing numerous interdependent components related to rural health transformation efforts and ensuring alignment with regulatory requirements. - Reviews budget tables submitted by program to identify and resolve discrepancies, ensuring accuracy and compliance with policies and alignment with RHTP and CMS funding requirements. - Ensures contracts and agreements are in compliance with federal and state laws, Oregon Administrative Rules, agency policies and procedures, and other established criteria applicable to RHTP activities. - Represents ODHS & OHA in negotiations with contractors and other agencies to ensure negotiations are aligned with procurement code, rules and terms of contracts that support rural health transformation projects. - Maintains templates and other relevant tools for category use and adapts them for RHTP contracting needs.
25%	N	E	Solicitation Planning and Development - Provides pre-submission consultation to program staff to determine the most appropriate procurement method to meet program procurement needs specific to RHTP initiatives. - Develops Requests for Proposals (RFPs) with complex scopes of work and corresponding evaluation criteria to ensure bidders understand all requirements and expectations related to the Rural Health Transformation Program. - Develops complex solicitation documents in conjunction with program staff, ensuring the scope of work, terms,

			conditions and rules for participation comply with procurement laws. - Creates evaluation criteria and facilitates evaluation processes that assess bidder/applicant ability to meet RHTP goals and deliver outcomes required under RHTP. - Coordinates with the Oregon Department of Justice (DOJ) on RHTP-related award protests and develops agency response strategies. - Develops vendor relationships to encourage participation of the Office for Business Inclusion and Diversity (OBID) certified firms in RHTP-related procurements.
25%	N	E	Technical Assistance - Provides technical assistance to RHTP staff by interpreting and clarifying contract and solicitation rules and guidelines. - Provides consultation to program staff on budget tables to ensure proper coding and alignment with budgetary requirements for RHTP funding and project structures. - Provides contracting and purchasing advice and guidance to programs working on rural health transformation initiatives. - Assists RHTP staff in planning and developing solicitation, contracting, and agreement preparation for new programs within RHTP. - Assists program by evaluating and analyzing risks associated with agency RHTP contracts and agreements. - Partners with RHTP leadership to design resolutions that reduce contracting risks, support program accountability, and ensure deliverables lead to measurable rural health improvements. - Uses in-depth knowledge of all levels of Oregon procurement practices in order to lead discussions and mentor staff working on RHTP procurements. - Collaborates with RHTP customers to develop and maintain procurement policies, procedures, and operating guidelines for their program area. Monitors workflow and prioritizes workload. - Provides subject-matter expertise for OC&P and RHTP training efforts, including development of materials for rural partners, providers, and internal staff. - Responds to procurement and contract inquiries from RHTP customers and rural partners.
10%	N	E	Compliance Reviews

			• Works with RHTP staff and cross-functional teams to design and implement compliance reviews of RHTP contracting practices. • Evaluates RHTP program compliance with federal and state laws, Oregon Administrative Rules, agency policies and procedures, and other established criteria. • Identifies strengths, weaknesses, issues, and areas of non-compliance within procurement processes during reviews related to RHTP activities. • Meets with RHTP management and partners to develop and monitor corrective action plans that strengthen compliance and support program outcomes.
5%	N	E	Special Projects & Collaboration • Collaborates with the Department of Administrative Services (DAS) to identify strategic sourcing opportunities that may benefit RHTP operations. • Partners with DAS to exchange information and attain mutual understanding of program regulations related to RHTP contracting needs. • Participates in huddles, weekly meetings, process improvement events, and strategic sourcing category team activities to support continuous improvement and operational effectiveness related to RHTP contracting needs. • Contributes to development of OC&P and RHTP operational policies that enable effective procurement management for initiatives in the RHTP. • Participates in and provides input into strategic RHTP initiatives, supporting continuous improvement and ensuring procurement functions enable delivery of program goals.
5%	N	NE	Additional Duties Perform other 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.

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.

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:

Harassment-Free Workplace Policy, Reasonable Accommodation Policy and Procedures, Non-Discrimination Policy, Diversity Strategic Plan, OHA Standards & Guidelines for Cultural Competency and Gender Specific Services, State legislation involving health care to Oregonians, Oregon Revised Statutes (ORS), DAS and ODHS/OHA 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, rules promulgated by the federal Department of Health and Human Services, Centers for Medicaid and Medicare Services; All policies, regulations and rules related to the CMS Rural Health Transformation Program cooperative funding agreement.

Federal laws; Oregon Revised Statutes; Oregon Administrative Rules; Secretary of State retention schedules; Department of Administrative Services (DAS) contracting and purchasing rules and policies; Department of Justice Model Rules; ODHS contracting and purchasing policies and procedures; Program rules, guidelines, and policies.

b. How are these guidelines used?

These guidelines prescribe the actions that may be undertaken and set parameters within which contracts and purchases may be solicited, written, and negotiated.

This position will use these guidelines to ensure that OHA is compliant with all federal and state policies and guidelines throughout the implementation of Oregon's Rural Health Transformation Program cooperative funding agreement. The position provides valuable analysis which will enable top management to make decisions for the RHTP that align with OHA goals and priorities. Guidelines provide structure and guidance for performing job, which entails judgment and independent reasoning.

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	Phone, email, virtual platform, in-person	Support for statewide rural health, grant coordination, education	Daily

Program staff and leadership			
OHA staff members or staff from other state agencies	Phone, email, virtual platform, in-person	Support for statewide rural health, grant coordination, education	Daily
External Project or Program Partners	Phone, email, virtual platform, in-person	Information gathering, problem identification, documentation, follow through, and report distribution	Daily/weekly
OC&P staff	Written correspondence, phone, fax, in person	Provide direction, guidance, and training	Daily
ODHS and OHA division and executive staff	Written correspondence, phone, fax, in person	Provide technical advice, recommend corrective action, guidance, and training	Daily
Oregon Department of Justice	Written correspondence, phone, fax, in person	Provide information, assist in ensuring contracts meet legal sufficiency, negotiate contract terms	Weekly
Oregon Department of Administrative Services	Written correspondence, phone, fax, in person	Provide information, assist in ensuring that contract and solicitation rules are met, partner for mutual understanding of program regulations	Weekly
Contractors	Written correspondence, phone, fax, in person	Provide information, explain processes, assist in locating necessary contracts, negotiate contract terms, deliver corrective action	Weekly
Customers in Oregon	Written correspondence, phone	Provide information, explain processes, assist in locating necessary contracts	Weekly
General Public	By telephone, reports, letter, email or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research finding; collaborate on legislative or policy changes related to the health policy.	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Makes decisions regarding procurement processes and resulting solicitation and contracting actions based on program procurement needs for the Rural Health Transformation Program (RHTP). Ensures decisions comply with all federal and state laws, Oregon administrative rules, agency policies and procedures, and other established criteria applicable to RHTP contracting and funding requirements. Makes decisions while developing and implementing compliance reviews to identify operational strengths and weaknesses, problems, or areas of non-compliance in agency program procurement practices that support RHTP activities. Makes decisions, in conjunction with management and program staff, to develop and monitor any necessary corrective action plans as a result of the reviews to support effective implementation of RHTP agreements and deliverables. Makes decisions while leading and mentoring RHTP staff in procurement practices and developing trainings, presentations, and informational sessions as they relate to RHTP contracting needs.

Decisions affect the delegated authority the agencies have been given from the Department of Administrative Services and Department of Justice for contracting purposes. Decisions also affect the office's relationship with agency staff, other OHA staff, OC&P staff, state agencies, governmental entities, and contractors engaged in RHTP work. Decisions help ensure continuation of federal funding, ensure compliance with laws and regulations, rules, policies, procedures, minimize legal liability to the agencies, and accomplish agency goals and objectives of the Rural Health Transformation Program.

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 2	2731363	Phone, email, virtual platform, in-person	Weekly	Reduce barriers and identify work that may influence agency and statewide program goals.
Procurement Manager 2		Phone, email, virtual platform, in-person	As needed basis	Evaluation, Policy Compliance

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.

- This position requires Oregon or national procurement certification be obtained and maintained to meet delegation requirements
- Demonstrated ability to deliver excellent written and verbal communications.
- Basic knowledge of principles, methods and standards of project management.
- Demonstrated experience in project coordination, including providing a wide range of logistics support.
- Knowledge of and experience with data tracking software (including intermediate level in Excel and Smartsheet).
- Experience coordinating work across multiple divisions, agencies, or external partners without direct supervisory authority.
- Skill in leading or influencing cross-functional work, including coordination with Procurement, DOJ, fiscal services, and program leadership.
- Demonstrated ability to provide technical assistance to internal and external partners, contractors and vendors.
- Demonstrated ability to develop and maintain effective organizational systems, including spreadsheets, databases, and file systems.
- Skill in advising program staff on procurement and grants processes, including sequencing, documentation, approvals, and timelines.
- Ability to correctly assess the political and institutional environment in which decisions are made and implemented.
- Demonstrated ability to exercise appropriate judgment in working with community, partners, contractors and vendors.
- Familiarity with CMS regulations, guidance, and reporting requirements. Proven ability to be flexible and agile to navigate changing conditions and shifting priorities.
- Develop specific goals and plans to prioritize, organize, and accomplish work.
- Knowledge of and experience with online or virtual learning environments (including Teams and Zoom).

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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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

Jul 16, 2026

Date