



**STATE OF OREGON  
Oregon Health Authority (OHA)  
POSITION DESCRIPTION**

**Position Revised Date:**  
03/01/2025

**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: Research Analyst 4
- b. Classification No: C1118 c. Effective Date: 10/01/2024
- d. Position No: 1025774 / 000000161776
- e. Working Title: Quality Incentive Program Transition Analyst
- f. Agency No: 44300
- g. Section Title: Office of Health Analytics
- h. Employee Name: \_\_\_\_\_
- i. Work Location (City — County): Salem - Marion and/or Portland - Multnomah
- j. Supervisor Name: Derek Reinke
- 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.

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 by 2030.

The Health Policy & Analytics Division (HPA) 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 interested partners and communities to protect and promote the health of all Oregonians
- Seeking, listening to, 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 Medicaid Division and external researchers of major OHA initiatives including health system transformation.

The 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 purpose of this position is embedded in the Office of Health Analytics' Quality Metrics, Surveys and Reporting team and was first established by Senate Bill 966 (2023). This position will be responsible for planning, research, implementation, calculation, and evaluation of performance metrics within the Quality Incentive Program (QIP). The role will be particularly focused on how the QIP can be more centered on OHA's 2030 goal to eliminate health inequities. Metrics in the QIP are used to incentivize Coordinated Care Organizations (CCOs) – and in turn their health care provider networks – to improve the quality of health services provided to Oregon Health Plan (Medicaid) members.

This position will work with a variety of data sources to redevelop and inform performance measurement and evaluation with the goal of health equity. Research sources may include health care claims, encounter, and enrollment data; survey data (including qualitative); fiscal data; aggregated data; and other administrative data. This position will design methods for using data appropriately, establish procedures to assure the quality of data and validate analyses, and approve results.

This position will also lead and oversee reporting mechanisms such as dashboards and reports to convey data analyses and metric outcomes and work closely with Division and unit partners to ensure dashboard and reporting continuity with existing policies and standards for metrics related to OHA strategic plan goals and the Metrics and Scoring Committee. This position will consult with management about analytic needs, findings, and conclusions.

This position will work directly with interested partners of varied backgrounds, will present complex information such as health care metric outcomes for Medicaid members and CCOs, data variable utilization or availability, and data and/or reporting limitations in a meaningful way from a variety of data sources and formats (such as medical claims), and will explain findings or recommendations in

an objective manner. This position will track performance and provide analysis that will ultimately lead to major policy discussions. This position will engage directly with community-based committees and other groups to select quality measurement indicators, sources of data and reporting frequency, requiring considerable independent judgment. This position will collaborate closely with analytic, policy and program staff across the Office of Health Analytics, the Health Policy & Analytics Division, other OHA divisions such as the Medicaid Division and the Public Health Division, as well as Office of Information Systems and Oregon Department of Human Services. This position may also act as an agency spokesperson on CCO metric matters and consult with top management and directors.

The position requires strong analytical, project management, and interpersonal skills and poise, and will have a substantial amount of autonomy requiring exceptional skills in self-direction, as well as navigating complex situations and competing demands.

### 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)

% of Time	N/R/NC	E/NE	DUTIES
55%		E	<b>Research, Planning, Design and Analyses</b> <ul style="list-style-type: none"> <li>Exercise significant independent judgment to plan, lead and manage the development, implementation and evaluation of major research projects or complex data analysis. initiatives, this <b>includes</b>, but not limited to designing surveys and research methodologies, developing and testing performance metrics, and managing and preparing responses to inquiries from partners, the Legislature and agency leadership.</li> <li>Identify the most effective best technological, methodological, and analytical solutions to fulfill the responsibilities of the position.</li> <li>Establish and implement procedures to verify the integrity of data quality and research outcomes, including validation with fellow analysts.</li> <li>Monitor relevant research literature, and national and state trends related to the position’s area of focus.</li> <li>Identify policy and program areas that necessitate analysis or study.</li> <li>Utilize sophisticated data systems within a network environment to conduct valid studies, based on the assumptions and hypotheses outlined in research design.</li> <li>Develop programs that incorporate suitable query logic to analyze both quantitative and qualitative data</li> </ul>

			<p>through the application of diverse research methodologies and statistical techniques.</p> <ul style="list-style-type: none"> <li>• Collaborate with information systems personnel to plan, design, and implement new or improved information systems.</li> <li>• Offer technical support, training, and guidance on the utilization of advanced data systems to ensure production of valid studies, as well as to analyze quantitative and qualitative data employing a range of research methods and statistical techniques.</li> </ul>
15%		E	<p><b>Report Preparation</b></p> <ul style="list-style-type: none"> <li>• Prepare comprehensive reports that include summary tables, graphs, and charts, to encapsulate survey and research findings, along with recommendations for executive leadership.</li> <li>• Summarize comprehensive reports into concise executive summaries, talking points, issue briefs and fact sheets for the public, presentation, and responses to news media, OHA leadership and other audiences which explain the significance of trends and key findings.</li> <li>• Prepare manuscripts for internal and external publications in accordance with the guidelines established by the target journal.</li> <li>• Prepare reports that summarize, analyze, and interpret the impact of changes in Federal, State, and local policies or context on the operating environment and programs of OHA. Provide recommendations to leadership regarding any necessary actions.</li> <li>• Analyze proposed legislation (bills) to assess the impact of potential statutory changes to the Health Policy &amp; Analytics Division.</li> <li>• Provide testimony to legislative bodies and other government officials when it is necessary to explain, present, or validate information and methodologies.</li> <li>• Provide technical assistance, training, and guidance to lower-level analysts in report writing, creating summary depictions of research results, graphs, and charts, and report production.</li> <li>• Provide table templates that can be updated periodically with new data sets.</li> </ul>
15%		E	<p><b>Technical Consultation:</b></p> <ul style="list-style-type: none"> <li>• Engage with community-based committees and relevant parties, including executive-level leadership, policymakers, legislative members, health care providers, contractors, auditors, health care researchers, and Federal, State, and local officials to discuss research findings, existing or proposed</li> </ul>

			<p>research projects, ongoing and proposed research initiatives, current data, trends, and projections.</p> <ul style="list-style-type: none"> <li>• Serve as a subject matter expert for the agency.</li> <li>• Prepare presentations on research findings, ongoing or proposed research projects, current data, trends, and projections.</li> <li>• Prepare written responses and deliver technical expertise and specialized information as needed.</li> <li>• Understand how current data collection elements and fields correlate with data requests and the resulting inferences or conclusions.</li> </ul>
10%		E	<p><b>Project Management:</b></p> <ul style="list-style-type: none"> <li>• Develop a project management methodology, centered on design research, incorporating standard project management techniques to effectively plan, assign, monitor, execute work responsibilities.</li> <li>• Identify resources, monitor timelines, and oversee all aspects of workflow to ensure target deadlines are met.</li> <li>• anticipate possible problems in each project's critical path and make contingency plans.</li> <li>• Maintain regular communication project team and management.</li> <li>• Facilitate or coordinate technical training for team members and staff.</li> <li>• Manage projects that include broad cross-functional team members.</li> <li>• Oversee the daily activities of research personnel assigned to projects including existing tracking software.</li> <li>• Facilitate effective communication and meetings while fulfilling analytic responsibilities and adhering to deadlines.</li> </ul>
5%		E	<b>Other duties as assigned</b>
At all times		E	<p><b>Coordination and Cross-Training:</b></p> <ul style="list-style-type: none"> <li>• Collaborate and communicate effectively with coworkers within the Office of Health Analytics.</li> <li>• Identify opportunities for collaboration and enhance efficiencies by eliminating duplication as well as improving the effectiveness of information collection and dissemination.</li> <li>• Foster a team-oriented environment that promotes shared decision making and cooperative interactions among staff and management.</li> <li>• In collaboration with manager, develop and implement a plan to gain proficiency in designated tasks outside of these standard responsibilities of the position's usual job duties.</li> </ul>

At all times		E	<b>Align Conduct with OHA's Values and 10-year Goal:</b> <ul style="list-style-type: none"> <li>Consistently demonstrates dignity and respect towards internal customers, interested audiences, partners, vendors, and colleagues.</li> <li>Foster a workplace culture that values and embraces diversity in individuals and viewpoints.</li> <li>Exhibit professional conduct.</li> <li>Interrupt and report inappropriate behaviors, especially those in violation of policy.</li> <li>Foster Contribute to a positive and productive workplace by ensuring regular and timely attendance.</li> <li>Execute all responsibilities safely and adhere to all established policies and procedures.</li> <li>Support and engage actively in OHA's 2030 initiative aimed at eliminating health inequities.</li> </ul>
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## 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 role necessitates the capacity to work remotely while ensuring effective communication with management, colleagues, and partners. Daily work is conducted on a desktop computer for extended durations. In the office, tasks are performed within an open cubicle environment. This role often experiences frequent interruptions, tight deadlines, and the requirement for extended hours during peak work periods and Legislative Sessions. Additionally, this position involves collaboration with groups consisting of individuals with diverse perspectives.

## 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; 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 (CMS).

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 and health reform legislation at the state and federal level.

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 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.

This position will use these guidelines to recommend policies that impact complex statewide issues. This position provides valuable analysis which will enable top management to make policy decisions of far-reaching consequences (e.g., OHA- and statewide). These Guidelines provide structure and guidance for performing the job, which entails independent judgment and reasoning. Guidelines are used to identify the requirements, constraints or barriers related to areas 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?**

**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?
All levels of OHA and DHS staff, as well as staff of other public and private organizations and national health research and policy groups	Phone/Email/In Person/Virtual	Collect, provide, and discuss information; support projects; provide technical assistance, research findings; policy and programmatic recommendations	Daily/Weekly
HP&A, Health Policy, Quality Metrics, Surveys and Reporting Manager	Phone/Email/In Person/Virtual	Project management	Daily



Contractors and Other Health Organizations	Phone/Email/In Person/Virtual	Collaboration; project management	Weekly
Quality Metrics, Surveys and Reporting Team	Phone/Email/In person/Virtual	Collaboration	Daily/Weekly
National organizations	Phone/Email/Virtual	Collaboration; project management	Monthly

## 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 used to make high profile policy decisions. The person in this position must exhibit sound analytic training, balanced judgement, and the ability to work with many staff and management to ensure analysis provides a basis for sound decisions.

This position makes recommendations related to the planning, scheduling, and implementation of major projects. this role 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 ODHS. The individual in this position will utilize their extensive program knowledge to independently address inquiries related to CCO metrics.

## 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
Quality Metrics, Surveys and Reporting Manager (Health Policy and Program Manager 3)	1004120 (Workday ID: 41999)	In person, virtual, email, and/or group meetings	Weekly, monthly, and as needed	Identifies priorities, discuss problems, concerns, strategic planning, monitor progress and provide mutual updates on activities

## 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.**

- Knowledge and ability to engage in equity analysis with the goal of decreasing health disparities for populations most affected by historic and contemporary injustices.
- Ability to be flexible and agile to navigate changing conditions and shifting priorities.
- Ability to exercise independent judgement and make autonomous decisions about how best to advance work to achieve defined milestones or goals.
- Proven ability to use project management techniques and tools to manage projects from concept to completion.
- Experience with health survey research, health outcomes research, health care delivery systems research.
- Experience using health care expenditure, utilization and quality improvement/assurance data.
- Experience in producing written reports, executive summaries and fact sheets.
- Experience with statistical software (e.g., SAS), and programming languages (e.g., SQL).
- Experience with and knowledge of Medicaid programs, medical billing, coding and terminology.
- Experience with best practices in collecting, analyzing, and disseminating granular data on race, ethnicity, language, disability, and sexual orientation/gender identity.
- Experience with effective data visualization, including experience or training with Tableau, PowerQuery, PowerBI, and/or SharePoint software.
- Experience with qualitative research methods (and software).
- Knowledge of CMS and electronic health record metrics.

**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)

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.

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Organizational Chart Attached at End of PD form

**SECTION 12. SIGNATURES**

<div> </div> <div>Employee Signature</div>	<div> </div> <div>Date</div>
<div> </div> <div>Supervisor Signature</div>	<div> </div> <div>Date</div>
<div>  </div> <div>Appointing Authority Signature</div>	<div> <div>Mar 24, 2025</div> <div>Date</div> </div>