



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
8/5/2025

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: Administrative Specialist 1
- b. Classification No: C0107 c. Effective Date: 8/5/2025
- d. Position No: 1004111
- e. Working Title: Administrative Support Specialist
- f. Agency No: 44300
- g. Section Title: Office of Business Operations
- h. Employee Name: _____
- i. Work Location (City — County): Salem – Marion or Portland – Multnomah
- j. Supervisor Name: Khela Singer
- 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 redistributing 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 stakeholders 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.

HPA is organized into seven offices: the Office of Health Policy; the Office of Delivery Systems Innovation; the Office of Health Analytics; the Office of Health Information Technology; the Public Employees Benefit Board and the Oregon Educators Benefit Board; the Oregon Health Insurance Marketplace, and ; the Office of Business Operations. The Division is responsible for providing agency-wide policy development, strategic planning, clinical leadership, and statewide delivery system technology tools to support care coordination, health system transformation support, and health system performance evaluation reports.

The Business Support Unit within the Health Policy and Analytics Division supports the various program areas of the division with operational process management. There are 9 functional areas of support provided to the division including: grant management, contract management, budget management, administrative support, accounts payable/receivable, program staffing, program

facilities support, program technical assistance, and program policy and rules management. The purpose the Business Support unit is to provide appropriate levels of customer services to the programs areas of the division and provide operational and process efficiency.

- 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 to provide administrative support to public facing and high-profile committees and workgroups within the Health Policy and Analytics Division. This role is responsible for assisting assigned managers or program areas with a variety of tasks to ensure effective operations. This position will actively participate in the administrative support team with responsibility for providing back-up to ensure smooth operations across the division.

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
25%			<u>Administrative and Operational Support</u> Prepares materials and tracks committee member information for the several HPA committees. Assists in the compilation and maintenance of internal Health Policy & Analytics operational policies for distribution. Maintains a desk reference of individual processes and procedures. Schedules and calendars meetings (MS Teams, Zoom and in person) using Doodle Poll, Outlook and other tools for HPA staff. Explains laws, rules, procedures, and processes. Compiles statistical information related to programs/operations for others to make decisions. Researches/collects data and prepares reports. Resolves problems by discussion and/or explanation of information. Communicates regularly in person, by phone, or in writing.
45%	NC	E	<u>Public Meeting Support</u> Develops and recommends policies and procedures, identify potential operational problems, and recommend solutions to Leadership.

			Implement current processes and procedures to ensure meetings follow public meeting law and run efficiently while ensuring committee members and public participants may interact meaningfully with the public process. Interprets and explain state policies regarding travel pertaining to committee members. Interprets and explains Public Records Laws and Public Meeting Laws, maintains accurate records of meetings, maintains proper archiving files. Writes detailed and complex public meeting minutes from recording and/or attendance of meetings. Discussion at these meetings involve extensive use of medical terminology and interpreting the discussion requires understanding of health policy and medical and research terminology. Tracks all due dates and task completion by team members for meetings and logistics including public notice requirements, meeting materials, public notice due date, material due date. Duties include reservations, catering, logistics, webinar, phone conference, travel, sound system, recording and materials. Accepts and responds to written public comment, with guidance as needed and ensures committee members receive it (web-based). Resolves questions and problems and negotiates compliance with public. Schedules public meetings and leadership calls with internal and external partners, often with tight timelines and urgent requests. Many meetings require coordinating 10 or more participants, many of whom are clinicians, and who work for different independent organizations outside of government. Receives and manages safe storage of confidential documents such as nominations, membership applications and conflict of Interest forms (hard copy and electronic copy). Reviews meeting materials for format and structure, working with policy and clinical staff to ensure materials are well-organized to meet the needs of the audience. Follow procedures to ensure that documents are shared only with intended audiences.
25%	NC	E	<u>Communication</u> Interprets, explains and applies laws, rules, policies and procedures related to the focus of the committee and the general

			public as the key contact to the public, other state agencies and interested parties through phone and email, communicating program goals and objectives. Responds verbally or in writing to industry representatives or citizens. Often, they may be unhappy with the committee's decisions or have concerns which need to be addressed by another part of OHA; many of these decisions have a high impact, either politically for the Health Authority or individually for the interested parties. Maintains address, telephone and e-mail contacts list for mailings and correspondence. Assist in developing process improvement related to committee processes and policies. Assist staff in interpreting responses and adapting policies as appropriate. Notifies interested parties at milestone moments, assists experts as they engage in the public process.
Always	NC	E	Consistently treat customers, partners, vendors and co-workers, with dignity and respect. Maintain a work environment that is respectful and accepting and supportive of equity and diversity.
5%	NC	E	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.

The base position will be located in Salem or Portland Oregon with remote work capabilities for candidates who have full access to the needed technology and can report on-site on average 6 times per year. There are times that the work may need to be conducted at a state office building. Work location may be changed at any time at the discretion of the hiring manager. This is a fast-paced environment that may require the ability to work after hours when necessary.

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 and federal laws, Administrative Rules, agency policies and procedures, personnel policies and procedures, office policy and procedures, collective bargaining agreements, Department of Administrative Services (DAS) Policies and Procedures, Oregon Health Authority Policies and Procedures, Internal Operations Manual, OHA Travel Policies, Oregon Regulations (ORS), Oregon Attorney Generals Public Records and Meeting Manual and Oregon State Archives Manual.

b. How are these guidelines used?

Referenced and applied on a daily basis to manage, direct and determine the correct and appropriate rules, regulations, policies and procedures for clerical, administrative and business support duties, responsibilities and operations being performed.

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?
All levels of state and agency staff, public and private organizations	Email, telephone, direct contact	Provide or request specific information and respond to inquiries and resolve complaints. Assist with procedures.	daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position makes decisions to carry out the day-to-day activities affecting the operations and functions of the division. Wrong decisions would impact the efficient flow of work in the office and waste supplies which has a direct financial impact on Health Policy and Analytics.

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
Business Operations Supervisor (BOS2)	1011722	In person, telephone or email	Daily/Weekly	Discuss duties, prioritization of work projects, implementation of process improvement, coordination of communications.

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?

- | | |
|--|---|
| ☐ 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.

Ability to use effective communication skills and to interact with all levels of management.

Ability to plan, manage, and execute projects. Ability to create process improvement efficiencies in the role.

Ability to meet divisional priorities while negotiating between competing complex priorities.

Ability to demonstrate understanding of the division and agency structure.

Ability to determine key connection points between work groups, programs, offices, and divisions.

Ability to demonstrate strong organization and time management skills, along with the ability to be self-motivated and work independently.

Ability to implement accessibility best practices.

Ability to utilize all functions of Zoom and Microsoft 365.

Ability to quickly synthesize information, to think critically, view and explain multiple perspectives, and problem solve.

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

Date