



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 Division of Health Policy and Analytics develops and implements innovative approaches to achieving health equity by lowering health care costs and achieving better health and better health care for all Oregonians. HPA is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In HPA’s 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 Operations 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:**

Under general supervision, the Administrative Specialist performs a variety of technical, analytical and administrative support duties in providing responsible staff support for the assigned managers and program areas. Assist in identifying problems through research, collection and analysis of data, and preparing technical solutions and alternatives. Furthers communications of the Health Policy & Analytics division, policies and procedures and carries out various tasks to promote positive public relations. Assist in formulating and making recommendations for change of various programs, policies and procedures. Work may involve handling sensitive issues and confidential information requiring discretion on the employee's part.

**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%		E	<p>Serve as a liaison between the HPA Waiver staff and internal and external stakeholders to schedule meetings and track communications.</p> <p>Assist Wavier staff and managers to achieve operational goals by supporting Waiver program work, committees and other initiatives.</p> <p>Resolve logistical issues and determine appropriate course of action based on interpretation of established rules and regulations.</p> <p>Evaluate and solve coordination issues within the office, between other OHA offices, and with external stakeholders.</p> <p>Establish and maintain office procedures and other controls; make recommendations for improvements.</p> <p>Implement management approved recommendations.</p>

45%		E	<p>Assist managers, staff, and internal and external stakeholders with report production, editing and formatting.</p> <p>Maintain Waiver project plans and develop tools, trackers, and visuals to support project implementation, data availability, and other coordinating documents.</p> <p>Coordinate and schedule internal and external meetings, including full coordination and in person/on location support of the Oregon Health Policy Board.</p> <p>Finalize research project packets and coordinate and implement the research needs of supported staff.</p> <p>Assist in the collection, display, and reporting of data in both narrative and quantitative formats.</p> <p>Research information and compose correspondence, reports, memos and other documents.</p>
10%		E	<p>Perform other duties as assigned by supported HP&amp;A managers.</p>

#### 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 work location for this position may be based in our Portland or Salem office, cubicle and/or **hybrid** with an agreed upon remote work environment with significant use of a computer and video conferencing. Occasional (monthly or quarterly) on site or in office work will be required, which will include traveling to on site Oregon Health Policy Board and related meetings. The work location may be changed at any time at the discretion of the hiring manager. Confidentiality of information must be maintained at all times.

#### 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:**

Health Insurance Portability and Accountability Act; DHS Security and Privacy Guidelines, Oregon Administrative Rules, Public Meeting Rules, Rules and guidelines associated with federal grant activities, Oregon Accounting Manual, OHA/DAS Travel policies and procedures, Office of Contracts and Procurement policies and procedures. OHA Human Resources Guidelines, Policies and Procedures.

**b. How are these guidelines used?**

These guidelines are used for determining appropriate actions for daily office activities and guide the quality of 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?**

*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?
OHA Staff	In person, phone, letter, email	Clarify Instructions	Daily
Other state agency personnel	In person, phone, letter, email	Schedule Meetings; Obtain/provide information.	Weekly
CCOs and other external contractors	In person, phone, letter, email	Schedule Meetings; Obtain/provide information.	Weekly; Monthly
LFO & DAS	In person, phone, letter, email	Schedule Meetings; Obtain/provide information.	Weekly; Monthly
Legislative Staff	In person, phone, letter, email	Schedule meetings; Obtain/provide information	Quarterly
Advocates	In person, phone, letter, email	Schedule meetings; Obtain/provide information	As needed

## SECTION 7. POSITION-RELATED DECISION MAKING

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

This position works with confidential information related to clients and employees and handles confidential HR and Payroll records. This position has the authority to coordinate and follow-up on assignments, and respond to internal and external inquiries in the absence of the administrator(s), as well as ensures critical analytic deadlines are met.

## 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
Deputy Director of Business Operations, BOM3 (WOC)	1011722	In person, email, phone	Daily, Weekly, Annually	Work review, Annual formal performance appraisal

**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
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- 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.**

**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

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Employee Signature

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Date


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Supervisor Signature

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Date

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4/6/23

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Appointing Authority Signature

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Date