



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

Position Revised Date:
3/29/2026

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Health Policy and Analytics Division

New Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Research Analyst 4
- b. Classification No: C1118
- c. REPR Code: OAH
- d. Position No: 2731383
- e. Working Title: RHTP Data Methodology Lead Analyst
- f. Agency No: 44300
- g. Section Title: Office of Health Analytics (Matrixed to Health Policy)
- h. Employee Name: Vacant
- i. Work Location (City — County): Salem-Marion; Portland-Multnomah; Hybrid-Virtual
- j. Supervisor Name: Shubha Devadoss
- 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 parties 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 Health Services Division and external researchers of major OHA initiatives including health system transformation.

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. This position will be based with other subject matter experts in the Health Analytics, but will be matrixed to focus completely on the work of the Rural Health Transformation Program (RHTP), based in the Office of Health Policy.

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:

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 RHTP Data Lead will consult, administer, and manage the data needs for the Rural Transformation Health Project (RHTP) with respect to qualitative and quantitative data, and develop systems to ensure access to data for successful monitoring of all metrics identified in the RHTP application. As the subject matter expert, this position will independently consult with HPA programs to source data needed for the monitoring of all the RHTP metrics, including advising on primary data collection for qualitative (key informant interviews, focus groups, etc.) and quantitative (random-sample surveys, adding new data fields to existing administrative data sets) data collection systems to enable the development of monitoring strategy for RHTP/this position will work collaboratively with staff across the Health Policy & Analytics Division (HPA) to provide data support, metrics development and monitoring including the development and review of reports, overseeing data quality and validation efforts, report generation, processing, and fulfillment of data requests for both internal and external parties.

This position will work closely with the RHTP Program and Policy Staff as well as operational staff to develop systems for monitoring the RHTP related data as required by CMS. This position will support in the development of a holistic monitoring strategy to ensure compliance with CMS guidelines for monitoring requirements. This position will also provide guidance and subject matter expertise for other HPA monitoring priorities of varying levels of complexity. This position will work closely with other departments within OHA , as this is a collaborative effort involving other divisions playing a role in the management of the multiple components of this project, and will develop systems to ensure access to

data for successful monitoring of all metrics identified in the RHTP application. Additionally, this position will support the development of reports by providing key data insights and data visualizations.

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
At all times	N	E	<p>Align Conduct with OHA’s Values and 10-year Goal</p> <p>Consistently treat customers, interested parties, partners, vendors, and co-workers with dignity and respect. Contribute to a work environment that respects and accepts diverse people and perspectives. Model professional behavior. Interrupt and report inappropriate behaviors, especially those in violation of policy.</p> <p>Contribute to a positive and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures.</p> <p>Promote and actively participate in OHA’s 2030 goal of eliminating health inequities.</p>
At all times	N	E	<p>Coordination and Cross-Training</p> <p>Communicate and coordinate with coworkers within the Office of Health Analytics. Identify areas for collaboration and creating efficiencies by eliminating duplication and increasing efficiency and effectiveness of information gathering and dissemination. Work in a team-oriented environment characterized by cooperative interactions among staff and management.</p> <p>In consultation with manager, establish and enact a plan for becoming skilled at specified tasks outside of this position’s usual job duties.</p>
50%	N	E	<p>Research Planning, Design, and Analyses</p> <p>Provides guidance and subject matter expertise regarding qualitative and quantitative data for internal staff for all RHTP monitoring, including but not limited to:</p> <ul style="list-style-type: none"> • Data collection – through survey using tools like Smartsheet and SurveyMonkey • Data sources • Data analyses

			<ul style="list-style-type: none">• Allowable data uses• Data interpretation• Data visualizations.• Display considerable independent judgment in leading the building and implementation of data infrastructure needed to support monitoring across programs.• Plan and manage complex analytical or statistical research projects• Oversee the work of lower-level research analysts through assigning and reviewing the work of others.• Oversee data quality and validation efforts, report generation, processing, and fulfillment of data requests, and ad hoc analyses for internal and external interested parties.• Ensure equity principles related to research, data collection, data analysis and communication are fully integrated into analytic and metrics development.• Uses appropriate data analysis strategies to conduct in depth analyses of data extracts, surveys and other data sources for identifying trends as well as areas of immediate concern like delays with report generation , risks to compliance and communicate to management and interested parties through appropriate escalation pathways• Directs the full lifecycle of research initiatives, including designing evaluation frameworks, building data infrastructure, establishing performance metrics, and overseeing continuous monitoring systems.• Maintain detailed data dashboards and develop processes for continuous monitoring of key metrics data.• Lead the monitoring department to develop key performance indicators as well as monitoring strategy which will include regular reports, dashboards and other communications related to metrics monitoring• Communicate efficiently and effectively with OHA program staff and general leadership on the progress of the RHTP related metrics through regular reports, presentations and appropriate dashboards. Provide expertise needed to independently design, plan, and conduct research needed to evaluate and monitor the activities and goals of HPA programs and services.• Coordinate opportunities for internal and external interested parties (e.g., OHA and other agency staff, health plans, health service providers, etc.) to provide input for evaluations.• Working with the Evaluations Manager and the Program and Evaluation Policy Advisor, collaborate with staff across the Health Policy & Analytics Division (HPA) to provide data support and coordination for program monitoring
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30%	N	E	<p>Technical Consultation</p> <ul style="list-style-type: none"> Independently consult with HPA programs to source data needed for the monitoring of all RHTP related metrics and ensure access to this data for the purposes of program monitoring Advise on and help to implement primary data collection, including qualitative (key informant interviews, focus groups, etc.) and quantitative (random-sample surveys, adding new data fields to existing administrative data sets, etc.) data collection systems. Consult on and conduct or facilitate person-identified linking across datasets as appropriate. Provide high-level and complex oversight to designing and implementing evaluations and monitoring of programs and ensure outcomes meaningful to programs are measured and analyzed. Serve as a high-level independent advisor to programs to assist them with meaningful data usage in making policy decisions.
15%	N	E	<p>Project Management</p> <ul style="list-style-type: none"> Collaborate with OHA staff, contractors (if needed), and consultants to define metrics, monitor key metrics, analyze and interpret results, and communicate findings. Plan operational improvement projects and comprehensive research studies. Advise on administration of contracts; monitor and evaluate program performance. Verify quality of data deliverables. Recommend changes to project plan in response to unforeseen changes or unexpected results. Prepare materials, presentations, and draft recommendations and supplemental reports as required.
5%	N	E	Other assignments as determined by the Data and Reporting Manager and other Health Analytics managers including the Director of Health Analytics and the Director of Health Information Technology and Analytics Infrastructure.

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 requires the ability to work remotely and maintain regular, ongoing and productive communication with management, co-workers and interested parties. There is daily work on a desktop computer for prolonged periods to analyze data, and to produce documents such as spreadsheets, presentations, project plans and other materials. There are frequent interruptions,

demanding time frames, and the need for extended hours during peak work periods and Legislative Sessions. On-site office work is conducted in open cubicles. This position regularly works with groups composed of individuals with diverse viewpoints. In-state and out-of-state travel as well as evening and weekend work may be required on occasion.

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 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, HIPAA, rules promulgated by the federal department of Health and Human Services, Centers for Medicaid and Medicare Services, Rural health Transformation Project; 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. Knowledge of and experience following federal policies related to the protection of human subjects in research.

b. How are these guidelines used?

State legislation involving health care to Oregonians, Oregon Revised Statutes (ORS), DAS and 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, HIPAA, rules promulgated by the federal department of Health and Human Services, Centers for Medicaid and Medicare Services, RHTP Program Guidelines; 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. Knowledge of and experience following federal policies related to the protection of human subjects in research.

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?
Data and Reporting workstream Manager	Online meetings/Phone /Email and IM/In-Person	Program planning, strategic planning, directing, coordination, communication, problem solving	Daily
Other RHTP Team Members	Online meetings/Phone /Email and IM/In-Person	Program planning, strategic planning, directing, coordination, communication, problem solving	Daily

Program	Online meetings/Phone /Email and IM/In-Person	Program planning, strategic planning, directing, coordination, communication, problem solving	Weekly
Project or Program Interested Parties	Online meetings/Phone /Email and IM/In-Person	Information gathering, problem identification, documentation, follow through, and report distribution	Daily/weekly
Director of Health Analytics / Director of Health IT and Analytics Infrastructure	Online meetings/Phone /Email and IM/In-Person	Program planning, strategic planning, directing, coordination, communication, problem solving	Monthly
All levels of OHA, ODHS, DCBS staff, staff of other public and private organizations and national health research and policy groups	Online meetings/Phone /Email and IM/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
General Public	Online meetings/Phone /Email and IM/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:

This position has the flexibility and independence to make high level operational decisions in consultation Evaluation and Monitoring Manager, Director of Health Analytics and other Health Policy & Analytics Division leadership. This position works closely with the leadership of HPA to ensure evaluation activities are meeting the needs of the division, the funders and interested parties. Decisions involving independent judgment and action are made daily to assure that the program's operations are consistent with legislative and federal direction and all applicable statutes, rules, policies, regulations and grant and contract requirements. Evaluations, decisions and recommendations affect staff and all of the programs being evaluated.

Issues and recommendations within the purview of this role will be highly visible and potentially controversial to the affected health care constituents, state agencies, and Governor's office. This position will handle complex policy issues that have interdependent technical, political, fiscal, administrative, and other aspects that must be considered and addressed. The scope of details to consider is numerous and often unidentified, requiring an ability to clarify and prioritize tasks to effectively navigate a challenging and fast-paced work environment with a broad array of interested parties.

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 and Programs Manager 2	1025791; WD ID 000000161127	Online meetings/Phone /Email and IM/In-Person	Daily, as needed	Discuss project and program strategy and design decisions; review work schedules; ensure project and program decisions meet federal, agency and user requirements; and ensure standard output meets quality specifications.
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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.

Essential skills and experience include:

- Masters’ of Public Health, Public Administration, or other degree demonstrating capacity for knowledge and skills and two years of professional-level evaluative, analytical and planning work OR any combination of experience and education equivalent to five years of professional-level experience related to health care policy and program evaluation.
- In depth knowledge of policy and program evaluation methods.
- Experience using healthcare data. Preference given for experience working with healthcare administrative claims, especially Medicaid data.
- Extensive knowledge of computer concepts, applications and capabilities including systems design, programming languages such as SQL, and statistical or quantitative analysis software packages such as R or SAS.
- Experience with metrics development and program monitoring including development of dashboards/score cards and other monitoring techniques.
- Knowledge of and experience with data visualizations tools, such as Power BI, SharePoint BI and/or Tableau.
- Expertise using a wide variety of evaluation methods, including quantitative, qualitative and mixed methods.
- Experience collecting, analyzing and disseminating granular data on race, ethnicity, language, disability, sexual orientation and/or gender identity.

- Excellent written and verbal communication skills, including experience producing written reports, visualizing and presenting data effectively for diverse audiences, and synthesizing research findings into actionable information.
- Experience working on complex projects with evolving needs and ability to be agile with responding to data requests with short turnaround times.
- Experience working with independent evaluators and external interested parties
- Demonstrated project management experience, including ability to effectively manage multiple project timelines, contracts, plans, and deliverables.
- Demonstrated ability to deliver complete and professional products and working independently with minimal supervision.
- Superior organizational skills; flexible and detail oriented.
- Excellent MS Office skills (Excel, Word, Publisher, PowerPoint)
- Additional preference may be given to candidates with public sector work experience
- Experience evaluating policies and programs that promote equity and inclusion and reduce racial and ethnic disparities and knowledge of Oregon’s standards for Race, Ethnicity, Language and Disability (REALD) data.

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

Employee Signature

Date

Supervisor Signature

Date



Appointing Authority Signature

Apr 10, 2026

Date