



STATE OF OREGON  
Oregon Health Authority (OHA)  
POSITION DESCRIPTION

**Agency:** Oregon Health Authority

**Division:** Oregon Educators Benefit Board

New       Revised

**Position Revised Date:**  
10/10/2018

**This position is:**

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

## SECTION 1. POSITION INFORMATION

a. Classification Title: Ops & Policy Analyst 3

b. Classification No: C0872      c. Effective Date: 7/7/2007

d. Position No: 0508715

e. Working Title: Data Analyst

f. Agency No: 44300

g. Section Title: OEBB-PEBB Systems

h. Employee Name: Vacant

i. Work Location (City — County): Salem-Marion

j. Supervisor Name: Barry Burke

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

l. FLSA:  Exempt      If Exempt:  Executive      m. Eligible for Overtime:  Yes  
 Non-Exempt       Professional       No  
       Administrative

## 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.**

This position resides within the Division of Health Policy and Analytics (HPA) of the Oregon Health Authority (OHA).

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 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
- Pursing 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.

**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:**

As a Data Analyst, you will lead planning and design efforts of MyOEBB maintenance and enhancement projects as they relate to data and reporting. You will determine what is needed, how it will be obtained and how it is implemented in the system while considering all stakeholders' needs, and will plan, lead and manage major research projects requiring complex data analyses of claims and eligibility data.

In this role, you will be responsible for automating and developing efficiencies in internal processes, systems, and reporting using multiple data sources while ensuring compliance with established policies, objectives, program priorities and applicable laws, rules and regulations.

You will support the overall objective and goals of OEBB and PEBB by providing support, research and analysis for the implementation and administration of multiple benefit plans and programs. You will serve as the key resource for Affordable Care Act (ACA) reporting for state agencies, universities, semi-independent agencies, and other participating employers as identified

Additionally, you will use data and system skills to develop quality assurance auditing that identifies data inconsistencies and enrollment inaccuracies and will produce routine discrepancy and error reports to OEBB/PEBB members services team for review and corrections.

### **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
60%	N	E	<p>Systems Data Planning, designing, and analysis-led planning and efforts of the OEBB System (MyOEBB) and PEBB System (PDB) to determine what data is needed, how it will be obtained, and how it is implemented in the system while considering the stakeholders needs.</p> <ul style="list-style-type: none"><li>Coordinate with OEBB/PEBB staff, contractors, carriers, customers and Board to facilitate successful transmission of data including file format updates, test file preparation, and ongoing data transmissions through importing and exporting data files, and database interfaces.</li><li>Facilitate or participate in meetings to coordinate changes with OEBB/PEBB staff, contractors and carriers, and customers.</li><li>Requires knowledge of hundreds of data fields, definitions that may vary, and data base structures.</li><li>Apply advanced, complex statistical analysis techniques, concepts and validity measures based on the assumptions and hypothesis in the research design.</li><li>Lead the planning and designing of new tables and databases that would contain data captured through various means; calls, forms, web pages, manually captured data, letters (appeals) that would allow more accurate reporting and data analysis.</li></ul>

			<ul style="list-style-type: none"> <li>Perform routine and ad-hoc audits to ensure enrollment accuracy and identify system discrepancies. Report system discrepancies to Systems Manager.</li> </ul>
25%	N	E	<ul style="list-style-type: none"> <li>Report Preparation-serve as an expert for report design and creation, which meets the needs of OEBB/PEBB staff, OEBB/PEBB Board, educational entities, state agencies, contractors and carriers.</li> <li>Responsible for complying with state and federal reporting requirements, including Affordable Care Act reporting.</li> <li>Responsible for identifying rule and law changes related to required reporting and implementing report needs based on those changes.</li> <li>Create reports and analyze findings based on OEBB/PEBB staff, Board, educational entities, contractors and carrier needs. Ability to create reports for multiple users, including over 300 different entities and state agencies that accommodate users' needs while standardizing and automating to increase efficiencies and customer satisfaction.</li> <li>This position will create reports from multiple data sources and will be required to build and maintain a repository of reports. Many reports will be needed under pressure situations due to Board and legislative meetings.</li> <li>Ability to document the report procedures in a user-friendly format for the purpose of training or explaining to a layperson.</li> </ul> <p>Requires using data from various resources and designing tables and databases necessary to analyze available information</p>
5%	N	E	<p>Trend Analyses-</p> <ul style="list-style-type: none"> <li>Ability to site trends in data from multiple data sources and how they relate to benefit rules and laws.</li> <li>Ability to create and monitor reports which track trends and outliers within educational entities, regions of the state, employment group, carriers, plans, etc.</li> <li>Collaborate with OEBB/PEBB staff and partners about trend identification and findings, and data mining activities. Suggest new trend analyses as needed.</li> <li>Communicate findings orally and in writing for strategic planning sessions and public forums such as Board meetings, legislative hearings and other conferences.</li> </ul> <p>Analyze reports of outcome measures to identify those that demonstrate effectiveness of plans.</p>
5%	N	E	<p>Technical Presentations-</p> <ul style="list-style-type: none"> <li>Ability to represent OEBB/PEBB as a knowledgeable resource for report design, preparation, analysis, and recommendations.</li> <li>Represent OEBB/PEBB as an expert when consulting with and developing reports/analyses for State and educational entities.</li> <li>Serve as coordinator for reporting user groups which may include educational entities, carriers and contractors.</li> <li>Represent OEBB/PEBB at state-wide meetings and public conferences.</li> </ul> <p>Develop materials and make presentations to various divisions (i.e., OEBB/PEBB staff, OEBB/PEBB Board, State offices, educational</p>

			entities, carriers). These presentations may include overnight statewide travel.
5%	N	NE	Other Duties as assigned
100%			

## 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.**

Duties of this position are usually performed in an office environment. The employee may be required to work additional hours during peak activity periods. The position requires concentration while working on highly technical information with frequent interruptions. The position requires managing multiple priorities with non-negotiable deadlines and the coordination of work with other members of the leadership team. Occasional day and overnight travel within the state is required.

Must have exceptional oral and written communication skills and be able to interact with a variety of people. Must be able to understand questions, formulate answers, and clearly explain information, policies and decisions. Must be able to use a variety of office tools and communications devices including telephones, computer, and fax and copy machines.

## 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:**

- Oregon Revised Statutes 243 and other ORS Chapters
- Federal Register
- OEBB/PEBB Administrative Rules and Policies
- Oregon Health Authority (OHA) Rules and Policies
- DCBS Insurance Code
- Attorney General Opinions
- Federal and State Health Insurance Regulations
- Collective Bargaining Contracts
- Employer Benefits Rules and Laws
- Internal Revenue Code
- Internal Revenue Service – Affordable Care Act (ACA) Reporting Requirements

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

As reference documents to ensure OEBB & PEBB programs, policies and procedures are in compliance with all laws and regulations and as source documents for research and data gathering. To ensure that OEBB & PEBB reports are created to report data in a fashion to uphold the rules and policies. These guidelines provide general and specific direction in performing job duties.

## 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?
OEBB/PEBB Board	Phone/email/In person	Provide and receive info/Solve problems	Monthly
OEBB/PEBB Director of Operations	Phone/email/In person	Provide and receive info/Solve problems	Daily
OEBB/PEBB Director	Phone/email/In person	Provide and receive info/Solve problems	Weekly
OEBB/PEBB Benefits Mgr	Phone/email/in person	Provide and receive info/Solve problems	Daily
Agency/Entity Payroll/Human Resource Personnel	Phone/email/In person	Provide and receive info/Solve problems	Monthly
OEBB/PEBB Contractors	Phone/email/In person	Provide and receive info/Solve problems	Daily
OEBB/PEBB Advisory Teams	Phone/email/In person	Provide and receive info/Solve problems	Monthly

## SECTION 7. POSITION-RELATED DECISION MAKING

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

This position is responsible to ensure the MyOEBB and PDB systems support administrative and data needs and to create and analyze data from various data sources. Availability, usability and accuracy of data and results are extremely important for all OEBB/PEBB stakeholders. Mistakes can result in inappropriate decisions by the Board adversely affecting the quality of benefit plans, the cost of those benefit plans and ultimately the working relationship with critical partners. This position is responsible for evaluating data needs, ensuring the MyOEBB and PDB systems support the data needs, gathering and manipulating data, providing the appropriate data and logic supporting recommendations, and supporting process implementation and improvement through automation. Decisions impact the integrity of the benefits program. Data will be used to support future benefit plan changes, measure the degree to which OEBB/PEBB is accomplishing its goals and to support participating agencies/entities data needs.

## 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
Systems	0570802	In person	Monthly or as	Update manager

Manager			needed	on issues

## SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? \_\_\_\_\_

How many employees are supervised through a subordinate supervisor? \_\_\_\_\_

b. Which of the following activities does this position do?

<input checked="" 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.**

- Ability to adjust to changing conditions to meet statutory goals and customer needs as laws and program direction, as well as the needs of school districts and state agencies and therefore change and evolve.
- Extensive knowledge and experience working with large and complex databases containing different data elements.
- Flexible and able to prioritize and work well under pressure providing accurate information within short timeframes and in a continually changing environment.
- Excellent written and verbal communication and presentation skills.
- Proficiency in the use of ad hoc reporting, database, spreadsheet and word processing applications.
- Experience in designing, producing and presenting to various audiences using different report formats, including but not limited to dashboard reports and other high-level reports, summaries or detailed reports, and trainings or educational presentation that may include a thorough write up, tables, graphs, charts, audio, etc.
- Ability to make presentations using PowerPoint and other Microsoft applications, webcasts, video streaming, and other formats as needed.
- Working knowledge of SQL, ad hoc report writing, Oracle databases, and Crystal Reports writing and scheduling.
- Experience working with multiple large and complex data sources and diverse stakeholder groups.

- Ability to establish and maintain professional and collaborative working relationships with all contacts; and contribute to a positive, respectful and productive work environment.
- Willingness to work in a team-oriented environment that requires participative decisions making and cooperative interactions among staff and management.
- Experience in promoting a culturally competent and diverse work environment.

**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

Date