



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
12/21/21

This position is:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Equity and Inclusion Division

☒ **New** ☐ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Program Analyst 3
- b. Classification No: C0862 c. Effective Date: 1/24/2022
- d. Position No: 1024802
- e. Working Title: REALD & SOGI Administrator for Health Care Facilities and CCOs
- f. Agency No: 44300
- g. Section Title: Equity & Inclusion Division—REALD & SOGI Unit
- h. Employee Name: _____
- i. Work Location (City — County): Portland – Multnomah County / Statewide
- j. Supervisor Name: REALD & SOGI Program Manager
- 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

Article I. 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.**

The Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. The agency is comprised of eight divisions: Agency Operations, Equity and Inclusion, External Relations, Fiscal and Operations, Health Policy and Analytics, Health Systems, Oregon State Hospital and Public Health. The Oregon Health Policy Board (OHPB) serves as the policymaking and oversight body of OHA and is responsible for working towards comprehensive health reform in our state. The nine-member board is comprised of community

members from across the state who have an interest in health and health care and have strong relationships with the communities they represent.

OHA Vision: A healthy Oregon.

OHA Mission: Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

To fulfill OHA's vision and mission, the agency is developing a strategic plan with a **single overarching goal: to eliminate health inequities in Oregon by 2030.**

OHA definition for Health Equity:

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.*

Core Values: Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

The Office of Equity and Inclusion (OEI), a division of OHA, works with diverse communities to eliminate health gaps and promote optimal health in Oregon. By connecting people, policy and programs, we can make substantial, measurable progress in improving the health of all Oregonians. As of October 2021, the division was organized into four units:

- (1) Business and Operations;
- (2) Diversity, Inclusion, Training and Civil Rights (including civil rights processes for employees - internal) and the public (external), training-related strategic initiatives, workforce equity and inclusion, affirmative action/EEO);
- (3) Health Equity (including Developing Equity Leadership through Training and Action (DELTA), Regional Health Equity Coalitions (RHEC), Cultural Competence Continuing Education (CCCE), Traditional Health Worker Program (THW), and Healthcare Interpreter Program (HCI); and
- (4) REALD and SOGI (including equity research, analytics, Race, Ethnicity, Language and Disability (REALD) and Sexual Orientation and Gender Identity (SOGI) implementation).

Collecting Race, Ethnicity, Language and Disability (REALD) and Sexual Orientation and Gender Identity (SOGI) data are a core component of strategies to support OHA's goals of eliminating health inequities by 2030. The REALD & SOGI unit resides within the Equity and Inclusion Division of the Oregon Health Authority. This unit works to ensure that the implementation of REALD & SOGI in the agency is carried out with fidelity to HB 2134, HB 4212, HB 3159 and other laws, OARs, and internal policies as applicable, and uses REALD & SOGI data to promote equity and eliminate inequities in health and human services in Oregon. These strategies include efforts to support organizational cultural change; engaging communities in program and policy development, improvement, and evaluation; and developing public policies, tools, and strategies that promote equity.

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 REALD & SOGI Administrator for Health Care Facilities and CCOs develops, operates, and evaluates the program for Provider Technical Assistance to implement the standards of REALD & SOGI. The person in this position will develop the standards and procedures of the Provider Technical Assistance program, work with internal and external partners to conduct the program, and regularly evaluate the effectiveness of the program and make necessary changes. This position specializes in working with a unique scope of health care settings and providers, specifically: providers working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, and corrections facilities. This position is also responsible for working within the Coordinated Care Organizations (CCO) network across the State of Oregon. The individual in this position will need to have specialized knowledge of working with these provider types and the settings in which they work, as well as the specific issues and needs that impact their work and the populations that they serve. Specific issues that will impact these types of providers and health care settings include: understanding organizational structure, culture and leverage points; roles and scope of contractors or third-parties that provide care in these settings; ways in which sites that operate as members of larger organizations function vs. Independently or publicly- run facilities; roles of clinical vs administrative leadership in decision-making; the impacts and intersections of specific regulatory, governance, or other compliance requirements unique to these settings; the diverse and dynamic populations that are served in these settings and how that impacts care delivery; opportunities provided in these settings for provider training and education; and the key internal and external partners and relationships that provide advocacy, information, and resources to providers working in these settings. The incumbent will be required to be familiar with the structure and reporting requirements of the CCOs.

Health care providers working in these settings may face very high barriers to implementation of REALD & SOGI data collection, which requires the incumbent to have the ability to creatively find solutions to complex problems and allocate resources, as well as the ability to navigate complex and contentious relationships with constituents who may be resistant to the program goals and serving a diverse base of interests. The individual in this position will need to develop processes and systems to onboard new providers working in these settings, as well as engage in ongoing monitoring of how CCO reporting practices evolve and how this may impact data collection.

The REALD & SOGI Administrator for Health Care Facilities and CCOs plays a key role in strategic development and implementation of REALD & SOGI implementation as it relates to health care providers and insurers. The holder of this position has the knowledge, skills and abilities to lead high-level collaboration with a variety of roles internally and externally to the agency to inform and build out a training system that helps OHA achieve its strategic plan goal of eliminating health inequities in Oregon by 2030 with respect to REALD & SOGI data collection. This includes but is not limited to informing and building systems, strategies, policies and procedures to help health care providers and insurers implement REALD & SOGI in their systems, workflows and in reporting the data to OHA (per HB 4212, HB 3159). Lastly, this position coordinates work with other staff on the REALD & SOGI team within the Equity & Inclusion 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%		E	<p>Develop Provider Technical Assistance and Training Program</p> <p>Develop and oversee a Technical Assistance and Training Program (TATP) for a wide range of people who will be implementing REALD & SOGI data standards across Oregon. Developing and overseeing the TATP will entail:</p> <ul style="list-style-type: none"> • assessing statewide provider needs within providers working in or with individuals in a congregate setting such as long-term care settings, hospitals including psychiatric hospitals, residential facilities, corrections facilities, as well as within the Coordinated Care Organizations (CCO) network to facilitate REALD & SOGI data collection implementation • establishing and maintaining contracts with external training providers best suited to work with providers working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, corrections facilities, and CCOs. • Ensuring trainings and technical assistance follow adult learning, popular education, and trauma informed practices • establishing a “train the trainer” plan, in collaboration with other REALD & SOGI unit team members and other partners responsible for curricula and training development for providers working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, corrections facilities, and within the CCOs. • developing workflow analysis plans for providers to evaluate what processes are currently in place and work with assigned providers to develop new workflows that encompass REALD & SOGI data collection and reporting • collaborating with Data Justice Analyst and other OHA & ODHS staff members to design and deliver technical assistance to providers (relating to REALD and SOGI) • overseeing contracts for the development and delivery of training curricula, resources, and technical assistance

			<p>relating to REALD & SOGI to healthcare providers, CCOs, insurers, community partners and stakeholders.</p> <ul style="list-style-type: none"> • develop accompanying documentation and/or tools to support providers in their work after trainings – including providing as needed follow-up consultations with providers and stakeholders • developing metrics and measures for practice and provider implementation and monitoring the progress of REALD & SOGI implementation by practices and providers • coordinating the delivery of training focused on providers working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, and corrections facilities, and within CCOs, directly and with contractors, including managing scheduling and logistics. • developing tools, reports and other resources to share with providers to identify and address inequities using REALD & SOGI data • disseminating REALD & SOGI related training opportunities and other resources to internal and external stakeholders within settings and forums that providers working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, corrections facilities, and within the CCOs are likely to access (e.g., professional associations, conferences, etc).
35%	N	E	<p>Build Collaborative Internal and External Partnerships</p> <p>Learn, interpret, and maintain knowledge of relevant federal and state administrative rules and regulations relevant to the HB 3159 Registry and related systems and that specifically impact providers working in or with individuals in a congregate setting such as long-term care settings, hospitals including psychiatric hospitals, residential facilities, corrections facilities, and Oregon’s network of CCOs</p> <p>In collaboration with the Office of Health Information Technology staff and the REALD & SOGI Data Equity and Registry Specialist, gather information on the EHR programs that providers working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, and corrections facilities use currently, the extent to which those systems are compatible with REALD & SOGI data standards, what is</p>

			<p>needed to facilitate REALD & SOGI data collection implementation.</p> <p>Suggest to REALD & SOGI Management Team how we should work with EHR vendors on behalf of providers working in or with individuals in a congregate setting such as long-term care settings, hospitals including psychiatric hospitals, residential facilities, and corrections facilities to advocate for the implementation of REALD & SOGI data collection in their EHR programs and reporting templates.</p> <p>Assist OHA HB 3159 team in planning and developing the specifications for the Registry.</p> <p>Act as a resource in the assigned areas of responsibility and their relationship to other agency policies and programs.</p> <p>Research, plan and write funding proposals and research grant opportunities to support the implementation of REALD & SOGI data collection for providers working in or with individuals in a congregate setting such as long-term care settings, hospitals including psychiatric hospitals, residential facilities, corrections facilities, and Oregon's network of CCOs.</p>
35%		E	<p>Develop and Oversee Provider Quality Assurance & Evaluation Program</p> <p>Establish and coordinate an internship program for providers and trainees working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, and corrections facilities.</p> <p>Evaluate REALD & SOGI provider initiatives within providers working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, corrections facilities, and CCOS and adapt as needed to improve program delivery and access.</p> <p>Develop evaluation tools to measure effectiveness of training, technical assistance and learning outcomes.</p> <p>Collaborate with internal and external stakeholders to identify evaluative measures that support OHA in achieving the strategic plan goal.</p> <p>Assist in designing and implementing evaluative processes to gather data and information regarding the questions and issues frequently being posed to REALD & SOGI unit.</p> <p>Use data gathered to design training programs and materials to address frequent issues and problems experienced by</p>

			<p>providers working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, corrections facilities, and CCOs.</p> <p>Assist in designing and implementing evaluative processes to assess the quality and validity of the trainings provided by the program.</p> <p>Prepare and present reports to internal and external stakeholders on progress towards outcomes, with specific focus on venues and outlets that relay information to providers working in or with individuals in a congregate setting such as long term care settings, hospitals including psychiatric hospitals, residential facilities, corrections facilities, and CCOs.</p>
5%	N	E	Other Duties as Assigned
At all times	N	E	<p>Consistently treats stakeholders, partners, and co-workers with dignity and respect.</p> <p>Utilizes diversity in the workforce by incorporating diverse perspectives into program decisions.</p> <p>Gains necessary skills and attends required training to participate in the development and implementation of a program that fosters cultural competency and multi-cultural organization development.</p> <p>Actively solicits and engages diverse groups in program planning and implementation.</p> <p>Attend regular team meetings dealing with problem identification and resolution. Identify potential risks and difficulties and design strategies to mitigate or avoid them.</p> <p>Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations.</p> <p>Develop good working relationships with division and agency staff and supervisors through accomplished duties and in identifying and resolving problems in a constructive manner.</p> <p>Demonstrate openness of constructive feedback and suggestions to strengthen work performance.</p> <p>Contribute to a positive, respectful and productive work atmosphere consistent with the agency's anti-racism and health equity foundation.</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.

This position is located in Portland and may require travel to Salem and around the state. Occasional evening and weekend work hours required. Duties are performed in an environment of independence

and require minimal supervision. State agencies will facilitate telework and work-at-home by employees to the maximum extent possible. When telework options are not possible, physical distancing of at least 6 feet between people must be maintained to the maximum extent possible.

Requires frequent use of a computer for prolonged periods to produce written documents. Must be willing to learn new technologies, especially remote-based learning programs and other applications. This position regularly works with internal and external groups composed of racially, ethnically, linguistically, disability and gender-diverse individuals.

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:

- Awareness and adherence to confidentiality standards and rules, state statutes, and of state and/or national guidelines. OHA Policy and Procedures, grant application guidelines and requirements for grants from various sources.
- OHA and DHS Policies and Procedures manual
- OHA Strategic Plan
- OHA Performance System
- OHA Equity Advancement Plan (i.e. Affirmative Action Plan)
- Confidentiality regulations and policies
- Study and institutional review board protocols
- HIPAA guidelines
- [HB 3159](#) and forthcoming OARs relating to the REALD/SOGI; REALD (and soon SOGI) Oregon Revised Statutes ([Chapter 943, Division 70](#))
- The American Reinvestment and Recovery Act, Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009 and other regulations relating to certified EHR systems.
- All OHA, State and Federal rules, laws, policies and guidelines including but not limited to the Non-Discrimination, the ADA and ACA 1557.
- ODHS-OHA Gender Identity and Expression Policy for Employees
- OHA Employee Resource Group Policy and Procedures
- OHA Non-Discrimination Policy for the Public
- OHA Tribal Consultation and Indian Health Program Confer Policy
- OHA Standards and Guidelines for Cultural Competency
- Office of Equity and Inclusion Desk Reference Manual

b. How are these guidelines used?

Guidelines are used for developing training, informing strategic efforts led by the agency and collaborating with internal and external partners. Existing guidelines must be followed when performing job functions. When there is a task to be performed or a decision to be made that is not covered by guidelines, this position makes a determination as to the best course to follow, utilizing advice and direction from supervisor, other administrative staff and professional judgement.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

REALD & SOGI Management Team & Staff	By telephone, virtual conferencing, electronic mail, letter or in person	To collect and communicate information and provide resolution to data visualization needs.	Daily
REALD & SOGI Staff in OHA	By telephone, virtual conferencing, electronic mail, letter or in person	Consultation, training, feedback	Daily
OHA HB 3159 Team (cross division team)	By telephone, virtual conferencing, electronic mail, letter or in person	Coordination on provider and EHR related initiatives	Frequently
Workgroups and committees	By telephone, virtual conferencing, electronic mail, letter or in person	To analyze, collect and communicate information	Frequently
All levels of DAS, OHA, DHS, and staff of other public and private organizations and local and national health research and policy groups	By telephone, virtual conferencing, electronic mail, letter or in person	Collect, provide and discuss information; manage projects; coordinate personnel actions and assure appropriateness; coordinate information services support	Daily
Informaticists and other information and security specialists; analysts, vendors and end users	By telephone, virtual conferencing, electronic mail, letter or in person	Consultation, information exchange; system specifications, performance and to provide required information	Frequently
Local and Tribal Health Departments/other local agencies	By telephone, virtual conferencing, electronic mail, letter or in person	Assessment, planning, consultation	Occasionally
General Public	By telephone, virtual conferencing, electronic mail, letter or in person	System-related information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

The employee typically plans, schedules and carries out major projects. The employee decides whether to broaden or narrow the scope of projects or studies. This position is responsible for keeping informed of the progress of related projects and/or research activities within and external to OHA and DHS. The position must often choose from among concurrent projects and/or research activities and identify those that have high priority to the OEI Leadership, Oregon Health Authority, the Oregon Health Policy Board, Office of Health Analytics, Office of Health Policy and Research, the Governor's office and others that play a significant role in health care and public health policy.

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
Diversity Equity and Inclusion Manager 3	1021450	In person, email, telephone, virtual conferencing, Develops and monitors annual workplans with measurable objectives, reviews produced materials, provides guidance and input on proposed activities, identifies training and leadership opportunities.	Biweekly team meetings, monthly check-in, and performance feedback, more often as needed	Review work to assure effectiveness, progress, quality of work, prioritization of activities versus stated outcomes.

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.

Master's degree (or higher) in public health or equivalent in training and experience, with knowledge of and experience in public health data, human resources data, affirmative action and workforce equity analyses, public health informatics, data systems design, and database management. General knowledge of data collection and use methodologies, including survey research, registry operations, data visualization principles and design options.

This position works collaboratively in a team setting. Willingness to collaborate, share information, and contribute to the team's success as necessary. Contributes to a positive respectful and productive work environment.

This position plays an instrumental role in ensuring coordination and an exchange of clear information between the Equity and Inclusion Division, other OHA and OHS staff, external partners, and other stakeholders. The person in this position must objectively consider viewpoints and needs expressed by these groups and make a good faith effort at communicating such to their counterparts.

Rigorous adherence to the highest standards of confidentiality regarding workforce and patients' information is required.

This person should have experience building and maintaining relationships with communities most impacted by health inequities.

This person should have demonstrated Project Management experience, including an ability to effectively manage project timelines, plans and deliverables.

Demonstrated ability to engage and work effectively with Tribes, racially, ethnically, linguistically, disabled, and gender-diverse communities, including existing working relationships with diverse community leaders throughout Oregon.

Proficiency in Microsoft Office including Excel, Word, PowerPoint and Outlook

The person in this position can:

- Prepare and present highly complex technical material and issues to non-specialists.
- Effectively express ideas orally and in writing, using appropriate language, organizing ideas and marshaling facts in an objective manner.
- Identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Determine how a system should work and how changes in conditions, operations and the environment will affect the outcomes.
- Translate or explain what information means and how it can be used.

- Access information from a variety of sources, including textbooks, professional journals, computer programs, internet, program-specific specification documents, and via consultation with other experts.

Desired knowledge, skills and abilities (KSAs) for this position:

Note: qualified candidates may not hold all KSAs listed below but must be willing to learn.

- Prefer experience with Electronic Health Records (EHRs) in clinical settings: knowledge of the major EHR platforms, their typical capabilities, their workflows and how they are used, their limitations.
- Demonstrated commitment to professional development around anti-racism, social justice, universal accessibility, cultural humility / cultural responsiveness, social determinants of health and equity, unconscious bias, trauma, healing and resiliency-informed practices, bystander intervention, culturally and linguistically appropriate services.
- Demonstrated experience working with diverse, dynamic teams and work plans in a large bureaucratic organization.
- Demonstrated experience providing technical assistance and implementing strategic initiatives with providers and community-based partners to eliminate health inequities.
- Experience with public sector procurement rules, processes and administration of grants and contracts.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
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.

Article II. SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date



Appointing Authority Signature

01/31/24

Date