



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
8/29/2025

Agency: Oregon Health Authority

Division: Health Policy and 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: Operations & Policy Analyst 4
- b. Classification No: X0873 c. Effective Date: 1/16/2019
- d. Position No: _____
- e. Working Title: APAC Program Strategist
- f. Agency No: 44300
- g. Section Title: Office of Health Analytics
- h. Employee Name: _____
- i. Work Location (City — County): Salem - Marion or Portland - Multnomah
- j. Supervisor Name: Piper Block
- 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.

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.

This position is part of the Health Policy and Analytics Division and the Office of Health Analytics. This position reports to the Research and Data Manager.

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 legislator.

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.

The All Payer All Claims (APAC) Program collects, maintains, governs, analyzes, and provides access to a comprehensive database of health insurance claims for people in Oregon. Established in 2009 by HB 2009, APAC provides access to timely and reliable data essential to understand service utilization, assess the cost of health care, improve quality, reduce costs and promote transparency.

The purposes of APAC are described in statute ([ORS 442.373](#)) and include:

- Allowing health care policymakers to make informed choices
- Improving the quality and affordability of health care and health care coverage
- Comparing the costs and effectiveness of treatment settings and approaches
- Providing information to consumers and purchasers of health care

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 responsibility of the All Payer All Claims (APAC) Program Manager is to oversee the development and ongoing administration of the program. This includes executing and managing vendor contracts, facilitating communication and coordination with data submitters, overseeing data validation processes, collaborating with research analysts to support data requests, and leading legislative bill analysis and the implementation of new laws pertaining to APAC. The Program Manager will establish and enforce data governance principles. This role involves planning and implementing complex operational improvements to enhance the accuracy, completeness, timeliness, and utility of APAC data, while ensuring adherence to high standards of data privacy and confidentiality.

This position oversees data management, governance, requests, and analyses in collaboration with three senior research analysts and an operations and policy analyst for the APAC region, as well as staff from the Health Care Cost Growth Target Program, the Health Care Market Oversight Program, and the data vendor.

This position works collaboratively with analytic, policy, and program staff across OHA divisions, such as the Public Health Division, the Information Privacy and Security Office, the Equity and Inclusion Division, the Behavioral Health Division, and the Medicaid Division, as well as with staff from other state agencies, such as the Department of Human Services (ODHS), the Department of Justice (DOJ) and Department of Consumer and Business Services (DCBS).

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	R	E	<p>Cultural Competency</p> <p>Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents and abilities are valued.</p> <p>Individually promote continuous development in areas such as anti-racism, the elimination of health inequities, trauma-informed and resiliency practices, social determinants of health and equity, universal accessibility, and the creation of diverse and inclusive workplace environments.</p> <p>Consistently treat collaborators, partners, and co-workers with dignity and respect.</p>
20%	R	E	<p>Policy & Program Analysis</p> <p>Establish and lead multi-agency activities related to data collection, management and governance.</p> <p>Integrate understanding of relevant federal and state laws and regulations such as APAC-specific Oregon Revised Statutes, Oregon Administrative Rules, Health Insurance Portability and Accountability Act (HIPAA), programs and policies in other states, health care delivery trends and standards, and impacts of policies on health equity, into policy advice and recommendations.</p> <p>Advise senior management on policy strategies, legislative positions, and risk mitigation related to APAC data and other data management activities.</p>

			<p>Communicate policy direction to senior leaders, boards, external partners and the legislature.</p> <p>Align budget and operational data with policy objectives; assess program effectiveness; recommend resource priorities.</p> <p>Represent the agency on national committees shaping policies and legislation with groups such as the National Association of Health Data Organizations (NAHDO).</p>
30%	R	E	<p>Systems and Organizational Improvement</p> <p>Develop a comprehensive understanding of the All Payer All Claims (APAC) data system, and other relevant or related data systems as applicable.</p> <p>Define and refine APAC system requirements through collaboration with internal teams, external partners, and policymakers.</p> <p>Analyze data requirements necessary to support achievement of policy and program objectives, including, but not limited to, metrics related to cost, quality, and transparency.</p> <p>Develop and define detailed specifications for data collection, measurement, and related reporting, including comprehensive detailed design documents and technical requirements.</p> <p>Design and establish data validation protocols and systems.</p> <p>Provide guidance during development, testing and issue resolution related to data quality and value-adds; approve final products.</p> <p>Create documentation, manuals, training materials, and implementation strategies.</p> <p>Recommend policies, procedures and priorities that align with system integration objectives and requirements.</p> <p>Oversee the procurement process and manage vendor activities associated with the implementation of analytical tools, including groupers, risk adjusters, facility identifiers, and other relevant systems.</p> <p>Execute management objectives and oversee their implementation across multiple agencies, while coordinating with APAC Program partners throughout Oregon to ensure the timely submission of required data.</p> <p>Analyze data, determine cost recovery rates, and coordinate with fiscal staff for financial planning.</p>
35%	R	E	<p>Project Management</p>

			<p>Manage the APAC vendor contracts to effectively support the APAC program. Collaborate with the Office of Information Services (OIS), Office of Contracts and Procurement (OC&P), Department of Administrative Services (DAS), Department of Justice (DOJ), and other relevant state agencies to amend, update or procure contractual services.</p> <p>Oversee contract administration by closely monitoring performance, conducting evaluations, and implementing corrective actions when necessary.</p> <p>Monitor, track, and report program budget, schedule, and performance. Coordinate and prioritize program activities in collaboration with internal departments.</p> <p>Oversee data development initiatives, including the APAC vendor contract, APAC Technical Advisory Group, and data quality assurance efforts.</p> <p>Identify and mitigate legal and regulatory risks, manage data sharing agreements and authorizations, coordinate the development or acquisition of analytical tools, and oversee data management infrastructure to ensure the successful implementation of the APAC Program.</p> <p>Oversee and ensure adherence to the Oregon Revised Statutes and Oregon Administrative Rules applicable to the APAC Program.</p> <p>Develop and implement system for data sharing that adheres to state and federal law, administrative rules, and OHA policies. Interpret and implement advise from legal entities such as ODOJ. Provide policy guidance to APAC team regarding data sharing.</p> <p>Analyze data and calculate rates to cover costs of con. Collaborate with fiscal and budget staff to do financial projections of projects.</p> <p>Evaluate data from different programs and state agencies to identify trends, design operational systems, and need for policies and procedures.</p>
10%	N	E	<p>Legislative Coordination and Analysis</p> <p>Conduct legislative bill research and analysis during session to analyze impact on program goals; make recommendations to senior management regarding legislative impacts.</p> <p>Provide explanations of APAC-related policy work for legislative committees, legislators, OHA leadership.</p> <p>Draft legislative proposals and concepts, lead changes to APAC program based on bill implementation, develop strategies for federal law implementation.</p>

5%	R	E	Additional responsibilities may be designated by the Research and Data Manager and the Director of Health Analytics, aligned with the scope and level of this position and classification.
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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 role involves regular communication with executives, managers, and staff both internally and externally. This role also collaborates with people from diverse backgrounds. Travel may be necessary for meetings. Occasional training sessions virtually or in-person may also be necessary. The role may involve frequent interruptions and stringent deadlines. The work environment could be in an office, a cubicle, or an agreed remote location, involving extensive computer and video conferencing usage. This position requires the ability and flexibility to occasionally work outside of regular working hours. This role is expected to demonstrate recognition of the value of individual and cultural differences and help to create a work environment where diverse talents, abilities and views are valued and encouraged.

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 (ORS) related to health care, especially the APAC statutes
- OHA Administrative Rules, especially the APAC administrative rules
- Relevant statewide administrative rules
- Oregon Attorney General Model Rules
- OHA policies and procedures, especially OHA's privacy and security policies and procedures
- Titles XIX and XXI of the federal Social Security Act, Internal Revenue Code, federal Employee Retirement and Income Security Act (ERISA), as ERISA relates to APAC
- The Health Insurance Portability and Accountability Act (HIPAA), especially the rules implementing HIPAA promulgated by the federal department of Health and Human Services
- Federal protections for persons treated by certain substance abuse programs as specified by 42 CFR Part 2
- Statutes and administrative rules governing the transaction of health insurance in Oregon

b. How are these guidelines used?

This position will use these guidelines to perform policy analysis and make recommendations that affect complex statewide issues. The position provides comprehensive analyses to enable executive management to make policy decisions of far-reaching consequences (e.g., OHA and

statewide). Guidelines provide structure and guidance for performing the job, which entails considerable judgment and independent reasoning. Guidelines are used to identify the requirements, constraints or barriers related to areas under study to understand how health policy and recommended transformation strategies must be shaped to gain compliance; to identify areas requiring legislative change and to identify areas that require federal waivers or other regulatory action to allow implementation of proposed options.

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?
OHA Health Analytic leadership and staff	By telephone, electronic mail, instant message or in person	Collect, analyze, provide and discuss information related to the All Payer All Claims database. Respond to queries and information requests.	Daily
Representatives of the health care/insurance industry	By telephone, electronic mail, letter or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research finding; collaborate on legislative or policy changes related to health policy	Weekly
All levels of OHA, staff of other agencies, staff of other public and private organizations, and national health research and policy groups such as Public Health Division, the Information Privacy and Security Office, the Equity and Inclusion Division, the Behavioral Health Division, and the Medicaid Division, Department of Human Services	By telephone, electronic mail, instant message or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research finding; collaborate on legislative or policy changes related to health policy	Daily

(ODHS), the Department of Justice (DOJ) and Department of Consumer and Business Services (DCBS)			
External Vendors and Consultants	By telephone, electronic mail, letter or in person	Coordinate workflow, tasks; clarify processes, issues.	Daily
General public	By telephone, electronic mail, letter or 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.	Weekly

SECTION 7. POSITION-RELATED DECISION MAKING

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

The employee is responsible for planning, scheduling and overseeing collaborative activities between the Office of Health Analytics and various partners, including other OHA divisions, state agencies, contractors and external organizations. The incumbent determines whether to broaden or narrow the scope of work, including strategies for data collection and evaluating the usefulness of data and information. Findings and recommendations are typically accepted with minimal modifications. This position requires staying informed about the progress of relevant data trends and projects both within and outside OHA and OHS. The position must often prioritize among multiple concurrent projects, identifying those of highest importance to OHA, the Oregon Health Policy Board, the Governor's Office, and other key partners involved in health care policy. The recommendations and work products produced are highly visible and of significant interest to the legislature and a broad set of partners.

The position has the authority to make management decisions regarding the implementation of agency policies, extending beyond OHA to include other agencies, external healthcare organizations, within the scope of designated responsibilities. The incumbent is delegated the authority to make management decisions from the unit supervisor and utilize their discretion in implementing OHA policies across the APAC program.

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
Health Policy and Program Manager 3 (HPPM3)	1008579 / 000000017780	In person, email, group meetings	Weekly	To identify priorities, discuss problems / concerns, strategic planning, monitor progress and provide mutual updates on activities.

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.

Required:

- Experience analyzing complex data from multiple sources to make policy and program recommendations.
- Excellent written and verbal communication skills, including demonstrated ability to present complex information effectively to diverse audiences.
- Demonstrated project management experience with large, complex projects, including ability to coordinate multiple competing priorities and effectively manage timelines, budgets, and deliverables.
- Technical expertise and experience with health care data and policy.

- Demonstrated ability to establish and maintain effective working relationships with a variety of diverse program partners and interested parties.

Preferred:

- Relevant graduate education and/or extensive experience with health services research, health policy, health care data, and project management.
- In depth technical understanding and experience leading complex health care data collection, processing, management, and applications; including claims data and all-payer claims databases.
- Experience and knowledge of Medicaid and Medicare programs and commercial insurance.
- Experience monitoring, implementing and enforcing compliance to statutes, administrative rules, and/or other policy vehicles.
- Demonstrated contract management experience, including procuring vendors, developing scopes of work, holding vendors accountable for deliverables, and tracking payments
Demonstrated ability to engage and build consensus among groups of stakeholders with diverse viewpoints.

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

09/18/2025

Date