



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

**Position Revised  
Date: 5/29/2025**

**Agency:** Oregon Health Authority  
**Division:** Health Policy & 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 and Policy Analyst 2
- b. Classification No: C0871 c. Effective Date: 7/1/2015
- d. Position No: 1014069
- e. Working Title: Health Systems Transformation Coordinator
- f. Agency No: 44300
- g. Section Title: Delivery Systems Innovation/Transformation Center
- h. Employee Name: Vacant
- i. Work Location (City — County): Remote/ Portland-Multnomah
- j. Supervisor Name: Alissa Robbins
- k. Position:  Permanent  Seasonal  Limited Duration  Academic Year  
 Full-Time  Part-Time  Intermittent  Job Share
- l. FLSA:  Exempt  Non-Exempt If Exempt:  Executive  Professional  Administrative
- 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.**

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. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership. 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, 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 (HPA) consists of focused areas of work within and among a number of offices within the Division:

The Transformation Center sits within the Delivery Systems Innovation Office (DSI).

The Delivery Systems Innovation (DSI) Office, within the Health Policy & Analytics (HPA) Division, consists of focused areas of work including health system transformation and quality improvement, the Health Evidence Review Commission, pharmacy policy and programs, and clinical supports, integration and workforce. Each section works synergistically to establish policy, evidence-based coverage, and systems-wide innovation through collaborative engagement on initiatives with partners.

The DSI Office is committed to developing, implementing, coordinating, monitoring and evaluating strategies to promote equity and eliminate racial and ethnic disparities in health and health care in Oregon. Overall, the DSI Office is responsible for aligning and integrating resources and policies to support the implementation of the coordinated care model throughout all provider and payer organizations, including across OHA.

The Delivery System Innovation Office includes:

- Quality improvement and innovation, including the Transformation Center
- Clinical Supports, Integration and Workforce Unit, which includes the:
  - Patient-centered Primary Care Home Program
  - Primary Care Office
- Health Evidence Revision Commission
- Pharmacy Policy & Programs

## Transformation Center

The Transformation Center operates as the state’s hub for health system innovation and quality improvement. It is critical in encouraging the widespread adoption of the coordinated care model. The ultimate goal of the Center is to increase the rate of innovation needed to deliver better health care at lower costs and to improve the health of Oregonians, beginning with Oregon’s Medicaid population.

The Center supports Coordinated Care Organizations (CCOs) and adoption of the coordinated care model by organizing a system of peer-to-peer and rapid-cycle learning that includes an emphasis on learning collaboratives, technical assistance, and dissemination of best practices among CCOs as well as other health systems, plans and payers. Center staff help support implementation of OHA’s innovative policy work in areas such as value-based payment, social determinants of health, oral health integration, and health-related services. The Center manages several CCO deliverables, including Value-Based Payments, Community Health Assessments, Community Health Improvement Plans, Community Advisory Council Demographic Reports, SHARE, and Health Related Services.

The Center works with payers, with large and small health systems, and with clinicians and clinical staff. The Center also works across community-based organizations and with various groups to develop, inform and implement health system policies and programs across and throughout the state at all levels, as support implementation of transformative system changes.

**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 person in this position provides program and project coordination, including technical and logistical support, for the implementation of Transformation Center’s work. The focus of this work will be coordination of CCO deliverables the office manages; specifically, the person in this role will coordinate the deliverable review process for Community Health Assessments, Community Health Improvement Plans, Community Advisory Council Demographic Reports, and Health Related Services. This will include working with the program area leads and subject matters experts across the division. Work will include deliverable tracking, qualitative and quantitative data entry, and coordinating the CCO feedback process. Work will also include, based on capacity and work priorities, data analysis and assistance in preparing presentations, reports or for other documents.

Additionally, the person in this role may provide coordination of resources and logistics for technical assistance. This may include peer- to-peer Learning Collaboratives, virtual or in-person convenings, trainings, guidance documents, website management, and other technical assistance projects. This person may support analysis of technical assistance needs.

The work affects various levels of geographical locations by providing support for the CCOs, community partners, community-based organizations, other agencies, providers and other health care organizations.

This role requires flexibility and pivoting to provide support for deliverables, as well as capacity building. This includes adjusting to health system transformation priorities, including new and emerging priorities from OHA, the Oregon Health Policy Board or Governor’s office.

## 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” € 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><b>Transformation Deliverables Coordination and Analysis</b></p> <p>The person in this position provides coordination, including logistical support, for the implementation of the Transformation Center's deliverables. The focus of this work will be coordination of CCO deliverables the office manages; specifically, the person in this role will coordinate the deliverable review process for Community Health Assessments, Community Health Improvement Plans, Community Advisory Council Demographic Reports, and Health Related Services.</p> <p>This will include working with the program area leads and subject matters experts across the division and agency. Work will include tracking, qualitative and quantitative data entry, analysis, feedback, supporting development of guidance documents, and coordination. This includes tracking gaps and needs for quality improvement, both for the CCOs and for OHA's guidance documents, technical assistance, or other needs.</p> <p>The person in this role may also provide data analysis and assist in preparing presentations, reports or for other documents.</p>
35%	N	E	<p><b>Technical Assistance Coordination</b></p> <p>Provide logistical and resource coordination for Transformation Center technical assistance. The technical assistance may include learning collaboratives, events, trainings, guidance documents, or other documentation. Schedule and coordinate logistics for technical assistance projects and programs.</p> <p>Develop and coordinate professional training materials (e.g., meeting materials, handouts, participant evaluations), maintain and update websites and online collaboration tools, and gather research materials.</p> <p>Assist in implementing technical assistance activities. This may include needs assessments, identifying gaps and needs, developing targeted support or assistance to CCOs, providers or other partners, developing a technical assistance plan, implementing a technical assistance plan and following up with participants.</p> <p>Provide live, on-site, virtual and on-going technical assistance to technical assistance participants from Coordinated Care Organizations, providers, and other partners. Coordinate with internal staff and outside contractors as needed.</p>
5%	N	E	Other duties as assigned.

At all times	N	E	Consistently treats customers, partners, contractors, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Demonstrates professionalism and upholds Oregon Health Authority values of leadership, integrity, service excellence, health equity, and partnership.
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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.**

Work is performed virtually or in a standard office environment with no unusual demands or exposures. Extensive use of personal computers is required. In state and out of state travel may be required to attend meetings and conferences periodically. At times work may be required outside normal hours, including evenings and weekends. Some assignments will have short timelines. Requires valid driver’s license or other acceptable method of transportation.

**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:**

- Standards of professional principles and practices, including ethical standards
- Oregon Revised Statutes
- Oregon Administrative Rules
- Oregon Health Authority Policies and Procedures
- Attorney General's Public Records and Meetings Manual
- Federal laws and rules governing program-specific grants
- Requirements of relevant federal cooperative agreements

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

Assist in formulating policies and establishing priorities and procedures and to establish the parameters for carrying out the duties of this position.

**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?
Coordinated Care Organization staff	In person; by phone; in writing	Respond to inquiries, provide information. Communicate	Weekly
		program activities and opportunities.	

Providers from clinics and other community based organizations	In person; by phone; in writing	Respond to inquiries, provide information. Communicate program activities and opportunities.	Weekly
Academic and professional faculty	In person; by phone; in writing	Respond to inquiries, provide information. Communicate program activities and opportunities.	Weekly
Representatives of local governments or other state agencies	In person; by phone; in writing	Respond to inquiries, provide information. Communicate program activities and opportunities.	Weekly

## SECTION 7. POSITION-RELATED DECISION MAKING

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

This position has the responsibility to develop personal work plans in coordination with their manager, determine strategies for carrying out job duties, and set priorities among multiple demands. The employee assists in developing professional materials. Decisions affect staff and statewide program operations serving all Oregonians.

## 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 Programs Manager 2, Transformation Center Director	1004127	In person, by phone, in Writing	As needed	To assess quality of work, solve problems and provide feedback and direction.

## 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.**

Demonstrated experience in project coordination, including providing a wide range of logistics support.

Knowledge of and experience with online or virtual learning environments (including Teams and Zoom).

Knowledge of and experience with data tracking software (including intermediate to advanced level in Excel and Smartsheet).

Ability to prepare and organize qualitative and quantitative data for review.

Demonstrated ability to provide technical assistance to internal and external partners, contractors and vendors.

Knowledge of and experience with website maintenance and online project management software and collaboration tools.

Demonstrated ability to deliver excellent written and verbal communications.

Demonstrated ability to develop and maintain effective organizational systems, including spreadsheets, databases, and file systems.

Demonstrated ability to develop website content and professional training materials suitable for technical audiences and the lay public.

Knowledge of and experience applying the principles, methods and standards of project management.

Knowledge of and experience applying quality management and improvement tools and processes to operational problems.

Ability to correctly assess the political and institutional environment in which decisions are made and implemented.

Demonstrated ability to exercise appropriate judgment in working with community, partners, contractors and vendors.

Demonstrated ability to present clear and concise information and ideas to groups, individuals or the media in verbal and written form for technical or general audiences.

Demonstrated ability to write effective technical narrative reports.

This position requires an ability to quickly acquire an understanding of the structure and interrelationships of the programs in the Oregon Health Authority and our partners; the ability to establish effective working relationships with others; and the ability to communicate effectively both verbally and in writing with program staff, management and the general public.

The ability to be able to function within and contribute to a high performing team is required.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

Operating Area	Biennial Amount (\$00,000.00)	Fund Type
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NA	NA	NA

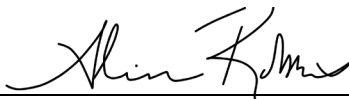
### SECTION 11. ORGANIZATIONAL CHART

**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