STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
01/31/2024

This position is:
X Classified
  Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Office of Health Policy & Analytics

X New   Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Research Analyst 4

b. Classification No: C1118   **c.** Effective Date: 06/01/2024

d. Position No: 1025979

e. Working Title: Behavioral Health Research & Data Analyst

f. Agency No: 44300

g. Section Title: Office of Health Analytics

h. Employee Name: TBD

i. Work Location (City — County): Salem – Marion or Portland – Multnomah – or Remote

j. Supervisor Name: Erin Macauley

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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices." OHA's 10-year goal is to eliminate health inequities by 2030.

The Health Policy & Analytics Division (HPA) is aligned with the Oregon Health Authority's core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:
- Understanding and responding to Oregon public health needs and the people we serve
- 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 partners and communities to protect and promote the health of all Oregonians.
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:
- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:
- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

The Health Policy & Analytics Division provides leadership, balanced information, and data analysis to support policy development, program implementation, and system evaluation. The Office of Health Analytics, within HPA, uses existing and new OHA health data resources to analyze both Oregon's health care system and OHA's program performance and make recommendations for OHA leadership, the Governor, and the 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.

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 purpose of this position involves establishing data infrastructure for various behavioral health care initiatives at different levels, collaborating with committees and partners, conducting research studies, developing evaluation frameworks, creating data collection tools, analyzing data, and overseeing junior research analysts. This position will work independently to promote data-driven decision making within the OHA Behavioral Health Division.

The Behavioral Health Research and Data Analyst position is essential for supporting decision-making related to behavioral health policies and strategic planning, especially for individuals seeking necessary care within Oregon's behavioral health service continuum. This role will involve collaboration with the Behavioral Health Analytics Manager and personnel from the OHA Behavioral Health Division and Medicaid Division, providing data support and project coordination for various behavioral health programs and services.
 This position will oversee and execute intricate research projects and extensive analyses. This involves conducting research on behavioral health program outcomes, evaluating related programs, performing advanced analyses like regression and survival data analyses, organizing complex claims data into comprehensible components (including costs of behavioral health programs), and creating and implementing data collection tools such as complex surveys.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

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

% of Time	N/R/NC	E/NE	DUTIES
At all times	N	E	**Align Conduct with OHA's Values and 10-year Goal** Promotes and actively participates in OHA's 2030 goal of eliminating health inequities. Establishes a standard for interacting with customers, partners, and colleagues with dignity and respect. Fosters an inclusive and respectful work environment that acknowledges and values the talents, abilities, and experiences of others, while supporting equity goals. Contributes to a positive and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Communicates and coordinates with coworkers within the Office of Health Analytics. Identifies opportunities for collaboration and creating efficiencies by eliminating duplication and increasing efficiency and effectiveness of information gathering and dissemination. Work in a team-oriented environment characterized by cooperative interactions among staff and management.
30%	N	E	**Research, Planning, Design and Analyses** Leads activities around establishing evaluation and monitoring of behavioral health programs and services. Designs, plans, and conducts research needed to evaluate and monitor activities and goals of behavioral health programs and services. Resources for other analysts in conducting complex research projects and establishing analytical infrastructure. . Contributes to advanced analytical initiatives related to the continuum of behavioral health care in Oregon, encompassing child and family behavioral health, adult mental health, substance use disorders, crisis services, federal reporting, community behavioral health providers, and various monitoring metrics. Develop and implement research projects to assess and monitor the impact of the behavioral health service continuum across specified regions and statewide as well as evaluate the effectiveness programs.

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% of Time	N/R/NC	E/NE	DUTIES
			Oversees the development and implementation of the data infrastructure to enhance data-driven decision making across behavioral health programs within OHA.
			Ensure that leadership is equipped with the necessary data to make informed decisions regarding the provision of behavioral health services.
			Oversees the assignments given to fellow analysts and provide guidance on the activities of the research team.
			. Oversees the assignments given to fellow analysts and provide guidance on the activities of the research team.
			Collaborate with the manager to ensure that internal partners are provided with sufficient information to enhance monitoring and enhancements of behavioral health services.
			Reviews programmatic data infrastructure and initiates necessary modifications to ensure that leadership effectively utilizes data for making critical policy decisions.
25%	N	E	**Report and Dashboard Preparation** Leads efficient and cost-effective reporting and visualization of behavioral health services data. Designs, plans, and implement Business Intelligence (BI) reports in consultation with program staff across OHA. Plans and oversees design of specific data reports on the behavioral health programs and services. Develops and documents data management and statistical coding needed for data sets and reporting timelines and responsibilities. Trains, mentors, and oversees lower-level analysts in report and dashboard development. Manages timely completion of reports and BI projects by identifying and resolving technical issues. Collaborates with program and research teams to create necessary reports and dashboards. Simplify complex data concepts for clear comprehension by the program.
20%	N	E	**Technical Consultation** Serves as major subject matter expert and technical consultant for behavioral health analytic infrastructure. Consult with behavioral health programs internal to OHA as well as community partners in the provision of behavioral health and related services for both adults and youth. Provides high-level and complex oversight to designing and implementing evaluations of programs and ensure outcomes

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% of Time	N/R/NC	E/NE	DUTIES
			meaningful to programs are measured and analyzed. Serve as a high-level independent advisor to programs to assist them with meaningful data usage in making policy decisions.
			Communicates efficiently and effectively with OHA program staff and general leadership.
			Provides expertise needed to design, plan, and conduct research needed to evaluate and monitor the activities and goals of behavioral health programs and services.
			Works closely with program staff to ensure they fully understand complicated data topics and can have meaningful conversations about data-driven decision making.
			Supports cross-agency collaboration by providing and coordinating health services measurement technical assistance and guidance documents.
			Coordinates opportunities for internal and external partners (e.g., OHA and other agency staff, health plans, behavioral health service providers, etc.) to provide input for metrics; facilitate measurement development and production with staff and partners.
15%	N	E	**Project Coordination** Serves as the agency representative to oversee the execution, evaluation, and understanding of quality measurement initiatives for behavioral health data analysis framework. Assist in various OHA measurement committees, workgroups, and other collaborations to facilitate alignment in measurement practices through the development of centralized information materials and documentation. Represents the agency by participating on internal and external committees and workgroups with authorization to address data infrastructure matters on behalf of the organization. Prepares meeting materials for internal and external groups, coordinate presentations, and draft staff recommendations and supplemental reports as required. May be asked to present findings in such meetings.
10%	N	E	Other duties as assigned Attends and completes mandatory state agency training. Collaborates with manager to develop and execute a work plan aimed at enhancing skills in additional responsibilities.

SECTION 4. WORKING CONDITIONS

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Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position requires the ability to work remotely and maintain good communication with management, co-workers, and partners. There is daily work on a desktop computer for extended periods of time; on-site office work is done in open cubicles. There are frequent interruptions, demanding time frames, and the need for extended hours during peak work periods and Legislative Sessions. At times, this position works with groups composed of individuals with diverse viewpoints.

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:**

Guidelines used to do this job include state law and administrative rules;
federal laws and regulations for Medicaid and Behavioral Health services;
federal budget reconciliation acts;
current and proposed state legislation;
nationally accepted standards for participation in programs involving research into health status and satisfaction;
nationally recognized protocols and the formats for health services research;
agency policy and procedure manuals;
provider contracts;
Title XIX State Plan, and waivers granted by Centers for Medicare and Medicaid Services.
and Substance Abuse and Mental Health Services Administration (SAMHSA) Block Grant;
National and state confidentiality and privacy guidelines such as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and 42 CFR privacy rules.
Statewide and Agency Policies and Procedures

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

These guidelines are used to set parameters and requirements for the administration of the Oregon Health Plan, Health System Transformation demonstration program and the SAMHSA Block Grant. They provide essential data for managing and coordinating programs within approved budgets, assessing the impact of past, current, and future programs.

They guide the use and dissemination of data and research results. The guidelines must be understood and interpreted when performing job functions. The position must assure adherence to the guidelines and be able to articulate policies to other agencies and partners.

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?

OHA management and administration	Online meetings/Phone/Email/ In Person	Establish data infrastructure around System of Care programs and services needed to produce data-driven decision making	As needed
Health Systems Division Staff	Online meetings/Phone/Email/ In Person	Coordinate / research / work assignments / problem-solve / share information	As needed
HPA, Health Policy Staff	Online meetings/Phone/Email/ In Person	Project management	As needed
Contractors and Other Health Organizations (Mental Health Statistics Improvement (MHSIP) Program survey, Coordinated Care Organizations (CCO), Community Mental Health Programs (CMHP), Criminal Justice Commission (CJC)	Online meetings/Phone/Letter/ Email/In Person	Collaboration; project management	As needed
Representatives from other state agencies	Online meetings/Phone/Letter/ Email	Collaboration	Monthly conference calls

SECTION 7. POSITION-RELATED DECISION MAKING

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

The position is responsible for establishing a data infrastructure to support behavioral health programs. This includes consulting with behavioral health programs and community partners, to determine data needs, provide data services, and oversee research analysts.

This position is expected to work independently, making decisions about workload prioritization, analysis methodology, system development, and research design. Failure to effectively prioritize and perform duties will jeopardize the ability of health policy managers to make informed decisions.

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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
Behavioral Health Analytics Manager, Health Policy and Program Manager 3 (HPPM3),	4065314	In person, email, MS Teams	Weekly	Provides guidance and input for the work to learn potential influence on broad agency or state policy and program goals.

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?**

☐ Plan work   ☐ Coordinates schedules
☐ Assigns work   ☐ Hires and discharges
☐ Approves work   ☐ Recommends hiring
☐ Responds to grievances   ☐ Gives input for performance evaluations
☐ Disciplines and rewards   ☐ 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.

Position Requires:
- Three (3) years of experience with statistical software and programming languages, such as SAS and SQL. Experience with data management and statistical analyses.
- Experience with health outcomes research, healthcare delivery systems research, and/or health survey research. Experience with research in the following other related fields may also be substituted: social work, public health, sociology, nursing, psychology, or economics.
- Knowledge of and experience with data visualizations tools, such as Power BI, SharePoint BI and/or Tableau. Preference given for Power BI experience.
- Experience producing written reports, executive summaries, and fact sheets.
- Experience in visualizing data, including implementing self-service analytic dashboards.

- Quantitative and qualitative problem-solving skills. Preference given for ability to conduct formal qualitative data analysis. Preference also given for experience working with healthcare administrative claims, especially Medicaid data.
- Experience with Medicaid programs, behavioral health treatment services, and/or other social services.
- Experience collecting, analyzing, and disseminating granular data on race, ethnicity, language, disability, sexual orientation and/or gender identity.
- Experience in advancing health equity, addressing systemic health disparities, and collaborating with diverse, vulnerable, and underrepresented populations.
- Experience managing analytical projects that involve groups with diverse and/or opposing views and arriving at mutually acceptable solutions.
- Strong communications skills and the ability to translate complicated data topics into understandable plain language to ensure program staff and CCBHC partners can easily make data-driven decisions.

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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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

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