Click here to link to instructions **All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**

STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date: 8/10/2026

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: Health Policy and Program Manager 2
b. Classification No: X7334 **c.** REPR Code: MMS
d. Position No: 2731363 / 000000184437
e. Working Title: RHTP Operations Manager
f. Agency No: 44300
g. Section Title: Office of Health Policy
h. Employee Name: Vacant
i. Work Location (City — County): Portland - Multnomah
j. Supervisor Name: Vacant – RHTP Director
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 ☐ Computer **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
- 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, learning from, 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.

Section/unit description:
The Health Policy and Analytics Division provides agency-wide policy development, strategic planning, and clinical leadership. The Division develops statewide delivery system technology tools to support care coordination, health system performance evaluation reports, and Coordinated Care Organization and delivery transformation support. The Division also develops and implements innovative approaches working with its partners to achieve the triple aim of better health, better care, and lower costs through the seven program areas within HPA.

The Office of Health Policy, within the Division of Health Policy and Analytics, leverages existing and new data resources to evaluate Oregon's healthcare system and the performance of programs administered by the Oregon Health Authority. The office provides insights and

recommendations to agency leadership, the Governor, the Legislature, the Oregon Health Policy Board (OHPB), and other key partners in Oregon's health system transformation work.

The federal Rural Health Transformation Program (RHTP) will expand access to care, grow the healthcare workforce, modernize technology and data systems, and invest directly in rural and remote community-driven prevention and wellness initiatives.

Within RHTP, the Operations Unit is one of the program's major functional units and is responsible for the coordinated administration of related operational functions necessary to implement program policy and strategic direction established by the RHTP Director and OHA leadership. The unit includes professional staff responsible for grants and contracting operations, program implementation support, data and reporting, communications and engagement, and related administrative systems. The Operations Manager is accountable for integrating these related functions, resolving competing operational priorities, and allocating staff and resources across the unit.

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 is to manage the resources, staff, and operations of the Rural Health Transformation Program Operations Unit and to execute strategic objectives and program direction established by the RHTP Director and OHA leadership. The position manages a multidisciplinary team of professional staff responsible for related operational functions including grants and contract administration, data and reporting, communications and engagement, program operations, and operational policy and process implementation.

The Operations Manager establishes short- and intermediate-term operational objectives, organizes and assigns work, allocates staff and resources among competing priorities, monitors performance, evaluates work products and operational systems, and resolves complex implementation and compliance issues. The position makes recommendations to the RHTP Director regarding program strategy, policy, organizational capacity, resource requirements, and corrective actions and is accountable for implementing approved strategies within the Operations Unit.

The position represents RHTP with agency leadership, federal and state partners, contractors, and external organizations on operational matters and ensures that the unit's work is coordinated, compliant with applicable requirements, and aligned with statewide RHTP objectives.

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
40%	N	E	**Team Management** Exercise the full scope of management authority over a multidisciplinary team of approximately professional and para-

			professional level employees responsible for related RHTP operational functions, including grants and contracting, program implementation, data and reporting, and communications and engagement.: • Integrate the work of separate but related professional functions; resolve conflicting priorities among functional areas; determine staffing and resource allocations; establish short-term operational objectives; and hold professional staff accountable for independently completed work products and program outcome. • Review and evaluate professional work products, operational methods, program outcomes, and performance measures; determine when corrective action or changes in resources, staffing, work assignments, or procedures are required. • Provide management oversight and direction for all Rural Health Transformation Program operations staff, consultants, and functional teams, including grants and contracting, data and reporting, and communications and engagement.. • Direct organizational priorities, establish work plans, allocate resources, monitor operational performance, and evaluate program outcomes across multiple operational functions.. • Coordinate across HP/HPA and agency management, RHTP, other OHA divisions, contractors, state agencies, federal partners and external partners for team projects and collaborative work. • Plans and manages the operational deployment of approximately 45 evaluators from OHA, ODHS, and partner organizations, including establishment of work plans, workload distribution, production standards, timelines, and quality-control expectations. • Oversees federally required contract ratification processes for awards where work began prior to formal agreement execution, coordinating with DOJ to ensure legal compliance. • Establish operational expectations, performance measures, and accountability systems to ensure achievement of program goals and continuous organizational improvement. • Leads operational design for multi-year agreement renewal cycles driven by CMS's annual release of funds, including operational planning for one- and two-year agreement structures. • Supervises integration and management of shared services procurement and communications staff under a dotted-line model, ensuring operational alignment with OC&P and ODHS authority. • Supervise, hire, monitor performance, coach and develop, train, discipline, and provide direction to employees.

			• Manage staff performance, including providing development opportunities, providing regular performance feedback and coaching, initiating disciplinary actions as needed, and developing retention strategies. • Respond to and resolve employee grievances. • Communicate with and hold staff accountable to priorities, policies, and expectations. • Conduct quarterly Performance Accountability and Feedback check ins with each staff member.
25%	N	E	**Operational Leadership** Execute RHTP strategic objectives and provide operational and program leadership for the Operations Unit consistent with policy and strategic direction established by the RHTP Director, OHA leadership, and federal program requirements • Translate statewide RHTP strategic objectives into operational plans, performance expectations, staffing priorities, and work assignments for the Operations Unit; resolve conflicting priorities and allocate resources among related operational functions. • Manage and coordinate studies of policy issues related to rural health, including workforce development, and unmet needs throughout Oregon. Disseminate policy recommendations about evaluations, data sources, rural health workforce information, and data analyses to HPA and OHA leadership, state agencies, and external partners. • Evaluate current business processes and systems, implement procedures and systems to maximize operating efficiency and to establish and maintain controls. • Represent HP and RHTP to the media, other state and federal agencies, private entities, contractors, consultants , interested parties and the general public in a variety of professional settings. Analyze operational and policy implications and develop recommendations for consideration by the RHTP Director, senior management, and the Oregon Health Policy Board • Present expert opinion, testimony, presentations, and written reports. Explain federal and state policy issues to various statewide constituencies. Review and monitor federal legislation concerning rural health workforce programs and issues, shortage designations, and related topics that impact the supply and distribution of rural health care. • Determine priorities by evaluating resources and alignment with larger OHA mission and priorities. • Ensure compliance with OHA policies, state and federal regulations, and other applicable laws.

			• Directs operational responses to variability in CMS scrutiny (e.g., vehicle purchases, medical equipment), coordinating policy and process changes to ensure consistent approval pathways. • Plan and direct implementation within the Operations Unit of new legislative, federal, and agency requirements, including development of procedures, work plans, controls, staff assignments, and performance measures.. • Develop legislative concepts and provide analysis on legislative bills. • Direct administrative rules processes as needed. • Serve as a principal operational advisor to the Rural Health Transformation Director regarding program implementation, legislative impacts, operational strategy, organizational performance, and workforce initiatives.
15%	N	E	**Budget and Fiscal Management** • Develop, manage, and monitor the Operations Unit budget and associated staffing and operating resources. Recommend resource allocations necessary to accomplish program objectives and, within delegated authority, reallocate operating resources among competing operational priorities. • Monitor expenditures, forecasts, grant requirements, staffing costs, contracts, and other operational commitments against approved budgets and performance objectives; identify variances and recommend corrective actions to the RHTP Director. • Exercise delegated expenditure authority and ensure appropriate stewardship and internal controls over state and federal resources.
15%	N	E	**Operational Policy, Systems and Partner Management** • Direct the development, implementation, evaluation, and continuous improvement of operational policies, procedures, controls, and systems used by the RHTP Operations Unit. • Evaluate operational processes and performance information; identify barriers, risks, duplication, and gaps; and determine or recommend changes to improve operating efficiency, compliance, program access, and achievement of RHTP objectives. •Direct staff responsible for communications and partner-engagement functions and establish expectations for the development, review, approval, and dissemination of program information. • Communicate effectively in writing, orally, and through presentations with external partners.

			• Represent the Rural Health Transformation Program on executive committees, task forces and work groups as required. Serve as program liaison to OHA, Oregon Department of Human Services (ODHS), other state agencies and interested parties to deliver or receive information, coordinate changes and recommend revisions. • Represent the program in public forums, professional organizations, advisory bodies, and community member meetings regarding Rural Health Transformation Program implementation and outcomes.
5%	N	E	**Additional Responsibilities** Other assignments as determined by the Rural Health Transformation Director and Health Policy leadership.
100%			

SECTION 4. WORKING CONDITIONS

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

This position is based in Portland, Oregon, with occasional travel required to Salem, rural communities across Oregon, and out-of-state locations for meetings or conferences related to the Rural Health Transformation Program.

The role involves frequent use of a computer for extended periods to prepare reports, develop spreadsheets, and manage program documentation.

Hybrid or remote work options may be available, subject to agency policy and operational needs.

May require extended work hours during peak periods, including legislative sessions, grant deadlines, or federal reporting cycles.

Regular collaboration with diverse partner groups, including state and federal agencies, rural health providers, community organizations, and advocacy groups, is a core part of the role.

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:

State legislation involving health care to Oregonians, Oregon Revised Statutes (ORS), DAS and DHS Administrative Rules and Policies, and Administrator's manual and budget instructions, Titles XIX and XXI of the federal Social Security Act, Internal Revenue Code, federal Employee Retirement and Income Security Act, HIPAA, rules promulgated by the federal department of Health and Human Services, Centers for Medicaid and Medicare Services; Oregon Revised Statutes related to income taxes, health insurance, Medical Assistance and the Family Health Insurance Assistance Program, and Oregon Administrative Rules related to the Family Health Insurance Assistance Program, Oregon Medical Insurance Pool, Medical Assistance Program and small employer health insurance.

b. How are these guidelines used?

The position interprets and applies broad federal, state, and agency requirements to determine how approved RHTP policy and strategy will be implemented operationally. Guidelines frequently require interpretation because they do not prescribe the specific operating methods necessary to address new, complex, or unusual program circumstances. The manager evaluates requirements and operational risks, develops or approves procedures and controls, determines appropriate implementation approaches within delegated authority, and recommends policy or strategic changes to the RHTP Director when matters exceed that authority.

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?
Rural Health Transformation Grant staff and leadership	Phone, email, virtual platform, in-person	Support for statewide rural health, grant coordination, education	Daily
CMS/federal partners	Phone, email, virtual platform, in-person	Resolve implementation and compliance issues; communicate operational decisions and program status; negotiate implementation approaches within delegated authority; obtain clarification of federal requirements.	Daily
Representatives of local governments or other state agencies	Phone, email, virtual platform, in-person	Support for statewide rural health, grant coordination, education	Daily
All levels of OHA, ODHS, and staff of other public and private organizations and policy groups	Phone, email, virtual platform, 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	Daily
External Project or Program Partners	Phone, email, virtual platform, in-person	Establish operational expectations, resolve performance or implementation issues, coordinate delivery requirements, and communicate policy and procedural changes.	Daily/weekly

Other State, Federal or municipal agency staff	Phone, email, virtual platform, in-person	Information gathering and presentation, problem identification, documentation, follow through, and report distribution	Daily/weekly
Governor and Legislators	Phone, email, virtual platform, in-person	Provide approved program information, implementation status, operational analysis, and technical information as requested through appropriate agency channels	Quarterly

SECTION 7. POSITION-RELATED DECISION MAKING

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

The position independently manages the operational execution of assigned components of Oregon's Rural Health Transformation Program and makes management decisions concerning staffing, work priorities, resource allocation, operational procedures, performance expectations, implementation methods, and resolution of complex operational and compliance issues.

Within strategic direction established by the RHTP Director and OHA leadership, the manager determines how Operations Unit resources will be organized and deployed to meet program objectives and federal requirements. Decisions routinely require balancing competing priorities across related professional functions and assessing operational, fiscal, compliance, workforce, and partner impacts.

The manager develops recommendations concerning program strategy, policy, organizational capacity, budget, contracts, workforce needs, and significant implementation issues for consideration by the RHTP Director. Decisions within delegated operational authority are generally implemented without additional review, while matters involving statewide policy, significant changes in program strategy, or commitments outside delegated authority are elevated to the RHTP Director or other appropriate leadership.

The employee supports the RHTP Director to plan, schedule and lead implementation of a complex, nearly $1 billion 5-year cooperative agreement with the Centers for Medicare & Medicaid Services. The position requires strategic policy, budgetary and management decision-making and resource allocation which could have statewide ramifications for Oregon citizens, particularly its rural population. With careful and wide consultation and within the bounds of the CMS cooperative agreement, the employee, under the supervision of the RHTP Director, has latitude to decide important factors and parameters within the scope of RHTP operations and implementation. Findings and recommendations are normally accepted without significant change. This position is responsible for strategic operational and budget oversight as well as keeping informed of the progress of related projects and activities within RHTP. The position must often choose from among concurrent projects and activities, balance competing organizational priorities and resources, and identify those that have the highest priority to the Oregon Health Authority, the Oregon Health Policy Board, the Governor's office and others that play a significant role in rural health care policy in Oregon.

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	2731361	Phone, email, virtual platform, in-person	As needed	Establish strategic direction and program priorities; review significant policy, budget, organizational, and implementation recommendations; evaluate progress toward statewide RHTP objectives; resolve matters beyond the Operations Manager's delegated authority; and evaluate overall management performance.

SECTION 9. OVERSIGHT FUNCTIONS *(Supervisory positions only)*

a. How many employees are directly supervised by this position? 14

How many employees are supervised through a subordinate supervisor? 0

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

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

- Bachelor's degree in public health, health administration, public policy, or a related field.
- Minimum of 5 years of experience in health policy, program management, or public administration, with at least 2 years in a supervisory or leadership role.

- Demonstrated knowledge of organizational and management principles, including organizational planning, workforce planning, resource allocation, performance management, operational controls, and continuous improvement.
- Demonstrated experience managing professional-level staff performing multiple related functions and resolving competing operational priorities.
- Demonstrated ability to translate strategic and policy direction into operational plans, performance measures, staffing assignments, procedures, and accountable results.
- Experience managing budgets, federal grants, contracts, compliance requirements, and operational risk within a complex public-sector program.
- Ability to analyze complex laws, regulations, policies, and federal requirements and determine appropriate operational implementation approaches.
- Understanding of rural health systems, health equity, and healthcare transformation strategies.
- Familiarity with CMS regulations, guidance, and reporting requirements.
- Ability able to represent the state in federal discussions and negotiations with CMS and other agencies.
- Ability to interpret and apply federal and state health policy directives.
- Excellent communication and partner engagement skills, including experience working with federal agencies, state leadership, and rural communities.
- Proven ability to lead cross-functional teams and manage complex projects with multiple deliverables and deadlines.
- Strategic thinking and problem-solving skills to navigate evolving program requirements and rural health challenges.
- Financial management skills, including experience with grant budgeting, allocation, and compliance.
- A valid driver's license and a satisfactory driving record are required, or the ability to arrange alternative transportation to fulfill job duties.

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
Personal Services	$6,000,000	Federal Funds
Professional Services	$34,000,000	Federal Funds

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	08/10/2026 Date