

- OHA Vision: A Healthy Oregon
- OHA Mission: Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.
- OHA Core Values: Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

To fulfill OHA's vision and mission, the agency is working towards a single overarching goal: eliminate health inequities in Oregon by 2030.

OHA and OHPB Health Equity Definition¹:

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 redistributing of resources and power; and*
- *recognizing, reconciling, and rectifying historical and contemporary injustices.*

¹ <https://www.oregon.gov/oha/EI/Pages/Health-Equity-Committee.aspx>

Office of Data Strategy and Operations

OHA is home to most of the state's publicly supported health programs including Oregon's Medicaid program, the Oregon Health Plan (OHP). OHA divisions include Agency Operations, Public Health, Equity and Inclusion, Medicaid, Behavioral Health, Health Policy and Analytics, Fiscal and Operations, and the Oregon State Hospital. The Agency Operations Division supports Agency-wide efforts through Central Operations, Human Resources, Office of Information Services (OIS) and the Office of Data Strategy and Operations.

The Office of Data Strategy and Operations, under direction of the Agency Data Strategy and Operations Director, partners across Oregon Health Authority (OHA) to promote, elevate, and align equity in OHA service delivery using data and technological systems. Modernizing data and systems is a cross-Agency core need. Both play critical roles in analyzing progress on equity goals and are used to inform, integrate with, and improve other Agency program work toward OHA's 2030 goal of eliminating health inequities. The office is specifically focused on increasing the use of enterprise-wide (OHA and ODHS) data and technology solutions, improving cross-divisional collaboration, and promoting communication and transparency through the connection of agency systems and data.

The office currently encompasses three units: the Data Strategy and Partnerships Team, the Compass Team and the Business Systems Unit. The Business Systems Unit team is responsible for coordinating, monitoring and evaluating needs associated with the systems comprising the Medicaid Management Information System (MMIS). The Compass Team is responsible for developing and supporting data systems that are responsive to the needs of the Behavioral Health Division, including leading the Compass Modernization portfolio of projects. The Data Strategy

and Partnerships team is a data-focused team that partners with other Agency/Enterprise programs to help assess and plan for strategic data and system projects with the goal of minimizing silos, reducing duplication, and facilitating integration and efficiencies.

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 lead a team of mid- to upper-level professional staff to ensure strategic management of agency data assets. This will be done through the cultivation of effective partnerships across the health and human service enterprise. This position will require the development and execution of comprehensive data strategies which align with organizational objectives. The manager is expected to nurture partnerships both inside and outside of the agency to identify data for acquisition, integration and utilization.

The person in this position will collaborate closely with internal teams including teams from the Office of Health Analytics and the Office of Information Services. They will work with these partners to highlight where actionable insights can and cannot be derived from existing data; assess emerging technologies; and ensure the availability of data to the right users at the right time.

Across all efforts, this position will continuously evaluate business needs and capabilities to optimize data strategies, improve the maturity of the agency’s use of data, and demonstrate the agency’s progress toward eliminating health inequities.

SECTION 3. DESCRIPTION OF DUTIES

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

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

% of Time	N/R/NC	E/NE	DUTIES
25	N	E	<p>Planning and strategy</p> <ul style="list-style-type: none"> • Develop short- and long-term goals which demonstrate alignment to OHA and Office of Data Strategy and Operations objectives. • Create action plans or roadmaps breaking goals down into actionable steps. • Anticipate and allocate resources as necessary to execute on action plans. • Identify and manage risks associated with objectives, strategies and goals. • Clearly and effectively communicate strategies, plans, and action steps with impacted parties.

20	N	E	<p>Organize and assign work</p> <ul style="list-style-type: none"> • Prioritize work based on deadlines, importance, and strategic objectives. • Assign and allocate tasks to staff considering skills, experience and availability. • Manage workflow to ensure that work is both distributed effectively across the team, and completed in a way that minimizes rework. • Delegate tasks in a way that empowers staff and fosters professional growth.
20	N	E	<p>Project leadership</p> <ul style="list-style-type: none"> • Assemble and cultivate teams of staff with the necessary skills and expertise to execute projects successfully—collaborating with partners across divisions as necessary. • Provide decision making authority to projects, identifying and removing barriers to progress while demonstrating decision alignment with project goals and objectives. • Communicate project status, milestones and any issues or delays with impacted parties including project sponsors, agency leadership, federal or state delegations and members of the public.
20	N	E	<p>Monitoring and evaluation</p> <ul style="list-style-type: none"> • Identify bottlenecks or challenges that may require attention in order to keep projects, work or other initiatives on schedule and within budget. • Assess the effectiveness of strategies used by the team to achieve OHA and ODSO objectives. Identify remedies or alternatives where necessary. • Assess individual and team performance against predetermined goals, standards and/or expectations. This is expected to include regular performance reviews, feedback and identification of areas for improvement or development.
10	N	E	<p>Employee development</p> <ul style="list-style-type: none"> • Collaborate with employees to identify their career goals and aspirations. Foster a culture of continual professional development. • Consider employee goals when assigning tasks or allocating responsibilities. • Facilitate mentoring relationships to allow staff to learn from more experienced colleagues and to gain valuable perspective on career development and professional growth.

5	N	E	Other duties as required
At all times	N	E	Commitments to Health Equity and Professional Workplace Behavior <ul style="list-style-type: none"> • Work collaboratively and proactively with community partners, contractors, grantees, advocates, the Council, and people in Oregon receiving services through OHA. • Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associates. Develop good working relationships with division and agency staff through active participation in group projects and in identifying and resolving program, systems, and operational needs through a solution-based equity framework. • Create and maintain a work environment that fosters and promotes the importance and value of a diverse, discrimination-free and harassment-free workplace. Contribute to an environment where the knowledge and skills that staff of color, staff with lived experience, and staff who have directly received services delivered by the OHA such as Oregon Health Plan, Substance Use Disorder, and Mental Health services, etc. are valued and welcome in the overall work of OHA. • Demonstrate recognition of the value of individual and cultural differences; create a respectful work environment, welcoming of diversity, where talents and abilities are valued. Consistently treats Tribes, community members, partners, co-workers, vendors, patients and consumers with dignity and respect. • Demonstrate commitment to ongoing personal and professional development on the topics of anti-racism, elimination of health inequities, trauma-informed and resiliency practices, social determinants of health and equity, universal accessibility and development of diverse and inclusive work environments.

SECTION 4. WORKING CONDITIONS

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

The person in this position will work a professional work week, Monday through Friday. Work is done in an office environment or remotely. Tools include an agency-assigned computer and an agency-assigned mobile phone.

- The office configuration is an open environment with frequent interruptions.
- The current remote working structure is a remote environment with staff utilizing the agency network via agency-assigned equipment on the employee's internet network.

- There are times that business and operational needs will require in-person attendance for meetings or work at state offices.
- Travel throughout the state and out-state-state travel may be needed for job duties, conferences, professional development etc.

The person will need to monitor multiple communication streams at once including email, instant message, phone and virtual work technologies (remote meetings, calls, etc.)

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:

- **Federal Regulations** including but not limited to: Title V and Title XIX of the Social Security Act; Centers for Medicare & Medicaid Services (CMS) regulations and guidance; Health Insurance Portability and Accountability Act (HIPAA); Patient Protection Act and Affordable Care Act (ACA); Code of Federal Regulations (CFR)
- **State Laws and Regulations** including but not limited to: Oregon Revised Statutes (ORS); Oregon Administrative Rules (OAR); Oregon Department of Administrative Services (DAS) rules and guidance; Contract Law for procurement and contract administration
- **Oregon Health Authority (OHA) policies, procedures** including but not limited to: OHA Tribal Consultation and Urban Indian Health Program Confer Policy; Legal direction; Project Management standards

b. How are these guidelines used?

- The laws, rules, policies, and procedures, together with heavy reliance on data, literature, and community engagement, continually define the scope, promote communication and ensure transparency through the connection of agency systems and data.

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, OIS and ODHS staff; other state agencies as relevant	Virtual meetings, email, phone, in-person	Obtain and/or convey information, coordinate, consult or manage projects; provide consultative advice on data collection, governance and systems requirements	Daily
OHA, OIS and ODHS Executive Leadership	Virtual meetings, email, phone, in-person	Receive project requests, obtain and/or convey information, coordinate and consult on data and systems governance	Daily

Governor's staff, Legislators and other community leaders and their staff	Virtual meetings, email, phone, in-person	Obtain and/or convey information, respond to information requests, provide consultative advice on data collection, governance and systems requirements	Daily as needed
OHP members and persons with lived experience	Virtual meetings, email, phone, in-person	Listen to identify opportunities to improve services and programs, and create opportunities for community-directed programs	Weekly as needed
Staff from Federal agencies or programs	Virtual meetings, email, phone, in-person	Discuss cooperate and complementary efforts and programs in effort to work collaboratively, respond to information requests and compliance audits, provide consultation and technical assistance	Monthly as needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

The decisions in this position require a high degree of complicated conceptual, critical, and analytical thinking. This position will develop and make recommendations on complex policies, operational changes, and system and process needs related to successful management of OHA systems and data. This position assigns work to a team of analysis and applies the skills and knowledge of their team to opportunities within the limitations of state and federal law, rule, and guidance. At all times, the person in this position will:

- Consider the impact of programs, policies, operations and budget on health equity
- Ensure decisions prioritize the equitable distribution or redistribution of resources and power and recognize, reconcile and rectify historical and contemporary injustices.

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
IT Manager 3	1003645	In person or virtual meetings, via email	Weekly and as needed	Guidance, supervision and strategy

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 7

How many employees are supervised through a subordinate supervisor? 0

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

- | | |
|-------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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 success in managing organizational-level strategic change
- Able to work collaboratively and foster collaboration amongst team members at all levels.
- Experience working in a cross-functional role with many partners, priorities and active streams of work.
- Excellent verbal and written communication skills with the ability to communicate at all organizational levels.
- Skill to prepare and present technical and policy material and issues to non-specialists.
- Skill to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards.

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

01/01/2024

Date



Appointing Authority Signature

May 28, 2024

Date