



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
2/1/2025

This position is:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Learning and Development Specialist 2
- b. Classification No: C1339 c. Effective Date: 2/1/2025
- d. Position No: 11476
- e. Working Title: LDS2
- f. Agency No: 44300
- g. Section Title: Learning and Development
- h. Employee Name: _____
- i. Work Location (City — County): Salem-Marion
- j. Supervisor Name: _____
- 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 Oregon State Hospital 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.

The Learning and Development Department (LDD) provides in-service training, staff development, and continuing education service to the employees of Oregon State Hospital. The purpose of LDD is to enable employees to meet standards of performance established by Oregon law, ORS, OSH Administrative Policies and Procedures, federal rules and regulations, including Centers for Medicare and Medicaid Services (CMS), The Joint Commission (TJC) and professional standards established within Oregon State Hospital. LDD continually assesses the training and education needs of OSH staff and develops resources to meet those needs.

LDD participates in the mission of the hospital by supporting quality patient care through the development and delivery of training programs which will enhance clinical and management skills, providing basic orientation to new employees, and increasing the quality of direct service to

patients.

- 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:**

Assess educational needs and design, deliver, and evaluate in-person and online educational programming for clinical and non-clinical staff in the areas of behavioral health, workforce skills, compliance/safety, basic computer skills, and other topic areas as assigned. Provide trainings to new employees and veteran staff. Support the LDD mission to provide engaging, effective educational opportunities for staff to promote high-quality patient care in a safe, recovery-oriented environment. LDD staff are responsible for the onboarding of new nursing staff and are expected to be subject matter experts in that regard.

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	Delivery of Learning Opportunities Deliver high-quality educational opportunities to OSH staff in areas of behavioral health, workforce skills, compliance/safety, basic computer skills, and other topic areas as assigned. Provide trainings to groups of varying levels of experience and education in clear and engaging manner. Become a Certified American Heart Association (AHA) CPR Instructor and maintain credential requirements to teach AHA CPR
40	N	E	Design of Learning Opportunities Develop/design/write in-person and online training curriculum courses or module training sessions, independently, with team members or collaboratively with other training experts and manager. Ensure they conform to federal, state and department policy and regulations as appropriate. Develop instructional training objectives by identifying specific training outcomes that indicate the level of training to be achieved. Develop and design learning modules for multiple disciplines and OSH departments. Conduct review of draft training material and curriculum by using an established review process. Revise training based on feedback of review if appropriate.

			<p>Research and prepare lesson plan and curricula, decide method of delivery by selecting appropriate training strategies for appropriate facilitated, group sessions.</p> <p>Provide coaching/consultation to subject matter experts in creating engaging presentations.</p> <p>Maintain skill level of Subject Matter Expert of nursing staff by working periodically on units as scheduled by manager. Instructors' schedules not included in unit staffing models.</p>
15%	N	E	<p>Assessment and Evaluation</p> <p>Assess performance and learning needs, identify gaps in skills, and make training recommendations to address gaps.</p> <p>Develop training evaluation criteria and methods to ensure that training delivered by OSH LDD or outside contractors for internal and external customers meets objectives and outcomes to ensure the training was successful.</p> <p>Analyze and review evaluations by to provide feedback, reinforce current trainings offered, or develop corrective action plan for improvement and consult with manager for implementation strategy.</p>
5%	N	NE	<p>Miscellaneous</p> <p>As assigned, represent OSH LDD in meetings and any other employee developmental/training and education arenas.</p> <p>Special projects and other duties assigned by the Director of Learning and Development.</p>
Ongoing	N	E	<p>CULTURAL COMPETENCY AND DIVERSITY:</p> <ol style="list-style-type: none"> 1. Consistently treats consumers and co-workers with dignity and respect. 2. Demonstrates recognition and appreciation of the value of individual and cultural differences. 3. Assures that service delivery is provided in a culturally competent way; assures that printed materials are available in different languages as needed and/or in alternate format; bilingual services available and facilities are accessible for all consumers. <p>CORE VALUES:</p> <p>As an employee of Oregon State Hospital and Learning and Development Department, demonstrates awareness, understanding and alignment in service delivery with the OHA Core Values of Service Excellence, Partnership, Leadership, Integrity and Health Equity</p>

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.

The Learning and Development Specialist works Monday through Friday, approximately 8am - 5pm, and is expected to be available at various other times (include weekends) to meet training needs of various shifts. May be required to travel throughout the state on occasional basis. Must be able to meet the physical requirements of behavioral emergency training such as Safe Together Training and CPR. May be required to work hours subject to change with little notice. Must be able to provide trainings on the units as needed. Must be able to stand for long periods of time each day. Must be able to use computer and facilitate courses daily. Must be able to lift 40 pounds. Must be able to kneel, bend, and squat as needed to operate training equipment. May be required to work hours that exceed regular schedule, i.e. a double shift or a different shift in addition to regular schedule.

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), Oregon Administrative Rules (OAR), DHS Policies and Procedures as many of the OSH Policies are now adopting the DHS policies, LDD policies and procedures, Centers for Medicare and Medicaid Services (CMS), OR-OSHA rules and regulations, and the Health Insurance Portability and Accountability Act (HIPAA).

Hospital Administrative Policy and Procedures

The Joint Commission

Department of Human Services Policies

Oregon State Hospital Policies and Procedures

Standard Library practices and procedures recommended by the American Library Association and the Medical Library Association

US Copyright Law

DAS policies

Any applicable Oregon Revised Statutes or Oregon Administrative Rule

- b. How are these guidelines used?**

Guidelines are used to assist the hospital in complying with Joint Commission Standards, Department of Human Services and Oregon Health Authority and initiatives related to education and development of OSH staff.

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?
OSH Program Directors/Administrative Staff	Phone/In person, memo, e-mail, fax	To consult, inform and recruit participation	Daily
OHA	Phone/In person, memo, e-mail, fax	Assist with projects, provide information	Monthly, Quarterly
OSH Supervisors	Phone/In person, e-mail, memo, fax	To provide information regarding training requirements and opportunities	Daily
OSH Employees	Phones/In person, e-mail, memo, fax	To provide information regarding training opportunities and requirements	Daily
National, State County and Local Organizations and Associations	Phone/In person, e-mail, memo, fax	To provide information regarding training requirements and opportunities. To consult with and solicit information	Monthly

SECTION 7. POSITION-RELATED DECISION MAKING

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

Learning and Development Specialist must prioritize work assignments in order to meet deadlines and expectations of program director and professional staff. Must maintain client and staff confidentiality at all times. Trainers will make decisions regarding training course objectives, content and method of instruction and evaluation of training. This position requires exercising independent judgment when dealing with staff inquiries and training content. Trainers must troubleshoot equipment and logistical issues when conducting trainings.

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
Director of LDD (PEM E)	0000624	Direct Contact	Daily or as needed	Project or report status

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

☐ 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.

Individual must have a valid Oregon driver's license with an acceptable driving record. If not, one must be able to provide an acceptable method of transportation.

Individual must be adept in dealing with a wide variety of people. The person filling this position must possess strong computer skills, including intermediate to advanced knowledge of Microsoft Word, Outlook, Teams and Powerpoint. Must possess excellent calendar management skills.

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

Date