



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Health Authority

Division: Oregon Public Health Division

☒ 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: Program Analyst 2
- b. Classification No: C0861 c. Effective Date: 10/27/2017
- d. Position No: 1002978
- e. Working Title: Lab Surveillance Coordinator
- f. Agency No: 44300
- g. Section Title: Acute and Communicable Disease Prevention Section
- h. Employee Name: _____
- i. Work Location (City — County): Portland - Multnomah
- j. Supervisor Name: Emilio DeBess
- 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.

The 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. The agency is comprised of eight divisions: Agency Operations, Equity and Inclusion, External Relations, Fiscal and Operations, Health Policy and Analytics, Health Systems, Oregon State Hospital and Public Health. The Oregon Health Policy Board (OHPB) serves as the policymaking and oversight body of OHA and is responsible for working towards

comprehensive health reform in our state. The nine-member board is comprised of community members from across the state who have an interest in health and health care and have strong relationships with the communities they represent.

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.

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

OHA definition for Health Equity:

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.*

Core Values: Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

The Office of the State Public Health Director

The Office of the State Public Health Director (OSPHD) guides the strategy, operations, and policy of public health programs within the division, and assures an effective and coherent public health system for Oregon. This includes extensive interactions with a range of state and local agencies and organizations, health care providers, federal agencies, and the private sector.

The Division's work affects all Oregonians. Many of the programs overseen by the Office of the State Public Health Director are administered in collaboration with Oregon's 34 local health departments, healthcare systems and partners. The Division has approximately 700 FTE and is responsible for oversight of \$524.3 million biennially.

Under the leadership of the Office of the State Public Health Director, the Division is organized by three centers:

The Center for Health Protection

The Center for Public Health Protection protects the health of individuals and communities through establishing, applying and ensuring reliable compliance with regulatory and health-based standards. The Center's diverse programs work closely with other federal, state and local agencies, regulated entities and active stakeholder groups. The Center's work emphasizes continuous process improvement, technical assistance, scientific assessment, ongoing monitoring and risk communication to protect the health of all people in Oregon.

The Center for Prevention and Health Promotion

The Center for Prevention and Health Promotion houses community-oriented preventive clinical and community health services and supports the policy, systems and environmental changes that promote good health. This Center guides and supports healthy communities through data collection, analysis and reporting; by supporting the Governor's priorities around tobacco, obesity and early learning; and, by acting as a point of contact with the healthcare system on certain key clinical prevention practices. This center will work with many partners, including local public health, child care facilities, schools, worksites, healthcare providers, transportation, and the private sector to ensure that we reduce preventable injury, illness, and death and promote good health. This Center's work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon's 34 local health departments. This center has approximately 200 FTE. The total estimated biennial budget of this Center is \$348.8 million.

The Center for Public Health Practice

The Center for Public Health Practice provides services to prevent and control diseases, monitor vital events, and assure an effective statewide public health system. CPHP programs work closely with local and tribal governments, community partners, and the public to protect and improve the health of all people in Oregon. Special emphasis is placed on communicable diseases, including epidemiology, laboratory testing, immunization, and other community control measures. CPHP screens all newborn infants for biochemical disorders to prevent disability or death and collects and analyzes vital record data to monitor health trends. The quality of statewide public health services is assured through consultation, planning, review, and accreditation of state and local agencies.

The Acute and Communicable Disease Prevention Section

This position exists within the Acute and Communicable Disease Prevention (ACDP) Section of the Public Health Division's Center for Public Health Practice. The section is charged with preventing the spread of communicable disease in the State of Oregon through surveillance and epidemiologic studies as well as education and preventive actions. The section serves all Oregonians and works directly with local health departments, private physicians, other health care providers, other Public Health Division staff, and staff members of other state and federal agencies.

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 purpose of this position is to ensure complete reporting of cases of reportable infectious diseases and infections under surveillance by the ACDP's Active Bacterial Core surveillance (ABCs) system. Ensure complete collection and integrity of data within the Foodborne Illness Active Surveillance Network (FoodNet). Participate in and coordinate gathering of data

related to multiple, often concurrently running FoodNet epidemiologic studies, recruiting additional staff as needed. Survey clinical laboratories regarding practices that affect interpretation of surveillance data. Coordinate transfer of appropriate specimens and bacterial isolates to CDC or other reference laboratories. Work with multi-state and federal team to design and improve epidemiologic studies related to laboratory surveillance and foodborne illnesses. Serve as public-health liaison to clinical laboratories.

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
20%	R	E	- Conduct active surveillance with clinical laboratories for information concerning a) bacterial isolates from normally sterile sites pertinent to Active Bacterial Core surveillance (ABCs) and b) reportable gastrointestinal (“FoodNet”) c) pertussis infections. Compare laboratory records and electronic lab reports (ELR), of reportable organisms with case reports submitted to the epidemiology office through data entry into Orpheus. - Ensure that laboratories submit appropriate reportable organisms to the Oregon State Public Health Laboratory (OSPHL). Survey laboratories periodically regarding various practices as determined by national FoodNet team.
10%	N	E	Conduct yearly laboratory audits depending on the laboratory. Review faxed or computerized line-lists when provided.. Follow-up on missing reports in ORPHEUS and complete reports.
30%	N	E	Review case reports for FoodNet pathogens for accuracy and completeness. Collect additional information as needed. Enter laboratory result details and required information in FoodNet specific fields. Submit monthly FoodNet data transmissions to CDC.
10%	R	E	Communicate with appropriate persons within ACDP, OSPHL, local health departments, other state health departments, the federal Centers for Disease Control and Prevention (CDC), clinical microbiology laboratories and health care providers as needed to complete activities in various FoodNet, ABCs projects.

			• Serve as contact with CDC for national surveillance activities regarding FoodNet related organisms. Participate in FoodNet workgroups regarding design and conduct of studies.
5%	R		• Provide input for various FoodNet working groups. Provide input in data quality issues and interpretation.
15%	R	E	• Serve as public-health liaison to clinical microbiology laboratories. Assist laboratories with reporting issues. Post pertinent notices to laboratory personnel through the Laboratory Response Network. • Communicate with local health departments, infection control practitioners, and physician offices concerning reportable cases, and advise on issues related to disease reporting; recommend changes to reporting rules or guidelines. Serve as liaison between the OSPHL and the epidemiology section.
10%	R	E	• Assist epidemiologists as needed in the investigation of disease outbreaks. Track potential clusters and outbreaks through Whole Genome Sequencing matches and other indicators. • When requested, required, or approved: participate in equity related training and initiatives; research and review of resources centered on health equity; and participate in equity-focused work groups and committees.
At all times			Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents, abilities and experiences of others are valued. Consistently treats Tribes, community members, partners, co-workers, vendors, patients and consumers with dignity and respect. Create and Maintain an inclusive environment for all staff.
Ongoing			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. Participation in equity focused trainings, resource groups, and workgroups.

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.

Fifty percent of the work of this role may be conducted remotely with full access to the needed operating systems and technology. There are times that work will need to be conducted onsite. On

site work occurs in a standard office environment with no unusual physical demands or exposures.

Potential exposure to infectious microbiological agents, toxic agents, chemicals, and radioactive materials as found in clinical laboratories.

Exposure to environments contaminated with latex particles.

Work hours may include nights and weekends as well as weekdays.

Travel, including driving, may be required in all weather conditions.

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:

Dept. of Human Services Policies and Procedures manual

Confidentiality regulations and policies

Oregon Revised Statutes and Oregon Administrative Rules governing communicable diseases

Federal Cooperative Agreement guidelines and requirements

National Notifiable Disease Reporting System and Public Health Laboratory Information System standards

Code of Federal Regulations 46 (governing research on human subjects)

b. How are these guidelines used?

They specify authority and obligations for disease reporting and investigation; ensure confidentiality of patient records; determine cooperative agreement activities; and establish acceptable protocols and oversight for research.

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?
Other Health Services staff	In person/phone/e-mail	Share information	Daily/weekly
Local health dept. personnel	In person/letter/phone/fax/e-mail	Collect data; share information	Daily
Staff from CDC and other states involved	Letter/phone/fax/e-mail	Develop protocols; share information	Daily/weekly

with Emerging Infections Program			
Clinical laboratory personnel	In person/letter/ Phone/fax/e-mail	Collect data; share information	Daily/weekly
Physicians, nurses and other medical personnel	In person/letter/ Phone/fax/e-mail	Collect data; share information	Daily
Lay public	Phone	Collect data for studies	Daily
Other Health Services staff	In person/phone/ e-mail	Share information	Daily/weekly
Local health dept. personnel	In person/letter/ phone/fax/e-mail	Collect data; share information	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

1. Decide whether a laboratory is submitting bacterial isolates according to the specified scientific protocol, and from appropriate anatomic sites, to the Oregon State Public Health Laboratory.
2. Decide whether laboratory records of reportable organisms match with case reports submitted to the epidemiology office.
3. Decide completeness of case reports before forwarding to the Centers for Disease Control and Prevention.
4. Decide whether additional resources are needed for study completion.
5. Decide whether modifications to protocols should be advised.

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
Public Health Manager 2	1013467	In-person contact	Daily and weekly, as needed	To ensure that cooperative agreement objectives are being met.
Public Health Manager 2	1013467	In-person	Annually	Performance Review
Medical Director	0001132	In-person	Weekly/Monthly	Data transmission issues/meeting objectives

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.

Registration in the Health Alert Network (HAN) to receive important public health alerts and emergency notifications.

This position straddles the worlds of clinical laboratory work and epidemiology, ensuring adequacy of reporting and communication, and coordinating several epidemiologic studies related to laboratory-based surveillance. Rigorous adherence to the highest standards of confidentiality regarding patient information is required

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

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Bachelors is required in biological, physical, or chemical science and two year of clinical microbiology laboratory experience are required.

Current driver's license and a good driving record is required.

Must be able to access information from a variety of sources, including textbooks, professional journals, computer programs, internet, and via consultation with other experts.

A master's degree and/or national clinical laboratory registry is desirable.

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