



**STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION**

Position Revised Date:

This position is:

Agency: Oregon Health Authority

Division: Public Health

☒ New ☐ Revised

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

SECTION 1: POSITION INFORMATION

a. Classification Title: Operations and Policy Analyst 3		c. Effective Date:
b. Classification No: 0872		
d. Position No: TBD		
e. Working Title: Health Policy Analyst		
f. Agency No: 44300		
g. Section Title: Adolescent Health, ScreenWise and Reproductive Health		
h. Employee Name: Vacant		
i. Work Location (City – County): Portland - Multnomah		
j. Supervisor Name: Rosalyn Liu		
k. Position: ☐ Permanent ☐ Seasonal ☒ Limited-Duration ☐ Academic Year		
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share		
l. FLSA: ☒ Exempt ☐ Non-Exempt		m. Eligible for Overtime: ☐ Yes ☒ No
If Exempt: ☐ Executive ☐ Professional ☒ 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.

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

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

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

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission.
- Ensuring responsible stewardship in public health resources

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

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 Public Health Division's goals are to:

- *Make Oregon one of the healthiest states by preventing tobacco use; decreasing obesity/overweight; reducing suicide; preventing or reducing heart disease and stroke and increasing survivability; preventing family violence and increasing community resilience to emergencies.*
- *Make Oregon's public health system into a national model of excellence by transforming the public health system through accreditation; supporting coordinated care organizations (CCOs) in achieving community health goals; increasing the use of health impact assessments as a tool in communities; establishing mechanisms that ensure health in all policies; and maintaining excellence in epidemiology and surveillance.*

Adolescent Health, ScreenWise and Reproductive Health Section

The Adolescent Health, ScreenWise, and Reproductive Health (ASRH) section within the Public Health Division works to advance the health and wellness of Oregonians - youth and adults, individuals and families, communities and systems. ASRH has a staff of 45 public health professionals and a budget of \$60 million that supports three program areas. This position serves all of Adolescent Health, ScreenWise and Reproductive Health Section.

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 analyze gender affirming care (GAC) related health policies that impact existing programs and new legislation and programming within OHA. This position will provide GAC policy analysis in collaboration with the OHA GAC Workgroup. This position will provide consultative expertise and recommendations to OHA leadership, OHA programs, and partner organizations that focus on gender affirming care. This expertise includes an understanding of the policy and program connections in the areas of LGBTQIA2S+ health; federal and state laws and rules of GAC; health care systems in Oregon, including local public health, Medicaid, and commercial payers.

This position will lead studies related to treatment access challenges and barriers identified by community members and external partners specific to GAC. This position will lead and develop the agency's response and implementation of state-wide policy, legislative, and programmatic efforts related to improving gender affirming care practices. This position will analyze impacts to State and Federal GAC policy changes and develop recommendations to Executive Leadership, the Oregon Health Policy Board and its subcommittees on prioritization of GAC focus areas. This position will develop short- and long-term plans and outline goals and objectives around the identified GAC priorities. The position will work with contractors and the GAC Workgroup to evaluate effectiveness of existing programs and state capacity to support GAC services. Based on the evaluation results, the position will recommend changes to state programs and policies to create sustainable systems of care and support improvements to ensure access to quality GAC services to Oregonians in alignment with House Bill 2002.

Along with representatives from the Workgroup, this position will continue to establish, build, and strengthen relationships across OHA, ODHS, other state agencies, Coordinated Care Organizations (CCOs), and other complex systems to ensure people in Oregon have equitable access to high-quality, culturally and linguistically responsive gender affirming care. Additionally, as high-priority, highly visible policy changes related to gender affirming care emerge, this position is responsible for coordinating a response in collaboration with the Workgroup and Executive Leadership, including determination of scope, resource distribution, accountability measures, and policy alignment. This position will incorporate complex concepts and challenges that will need to address including development of data collection methods while maintaining data privacy, development of GAC provider networks and resource development. Additionally, this position must take into account federal and state insurance coverage and reimbursement plans to support financially sustainable health systems and hospitals.

Overall, this position is responsible for contributing GAC subject matter expertise, systems and strategic thinking, and community engagement expertise to convene partners and accountable OHA divisions and programs, facilitate equitable decision-making process, and reach consensus to further the agency's mission of eliminating health inequities.

SECTION 3. DESCRIPTION OF DUTIES

% of Time	N/R/NC	E/NE	DUTIES
60%	N	E	Policy Analysis, Development, Implementation and Cross-Division/Sector/Agency Coordination - Analyze federal policy proposals affecting gender affirming care and impact to OHA programs and Oregonians. - Develop and lead studies, conducting policy analysis, development and implementation of new OHA GAC related policies and programming.

			• Liaise between OHA Federal Response Team and other OHA GAC Workgroup and OHA staff through the evaluation and implementation process. • Evaluate state statutes, legislative concepts, bills, executive orders and state policies related to GAC, Trans and Gender Diverse (TGD) populations, and LGBTQ+ health, and their impact on Oregonians. • Provide collaborative, strategic leadership and facilitation of internal OHA GAC Workgroup. • Develop, implement and lead a comprehensive framework and work plan to identify, develop, implement, monitor, and evaluate organization wide initiatives aimed to serve residents of Oregon who are trans and gender diverse. • Create short and long-term implementation plans, outline goals and objectives around the identified GAC priorities from Executive Leadership and community partner groups. • Lead and partner with contractors and the GAC Workgroup to evaluate OHA's current gender affirming care treatment capacity, provider network, and current programmatic to support GAC services. • Analyze data, policy issues and system barriers to develop policy briefs and reports to inform OHA leadership, Governor's office and the Legislative body on GAC. Collaborate with subject matter experts. • Lead and partner with OHA Divisions to develop and design data collection and tracking methods that that capture and represent the necessary information while maintaining data privacy for individuals and communities. • Lead and partner with OHA Programs to evaluate and track GAC provider capacity and develop recommendations for retention and tracking of GAC provider networks in Oregon that include trainings, resource development and provider safety. • Lead and partner with OHA Divisions on designing coverage and payment plans that take into account federal and state insurance coverage and reimbursement policies to support and maintain financially sustainable health systems and hospitals in Oregon.
10%	N	E	Community engagement and strategic partnerships • Participate in and provide technical support to statewide outreach / engagement initiatives related to GAC including listening sessions, training and technical assistance to providers and CCOs, peer learning collaboratives, legislative advocacy through External Relations/Government Relations, communications planning through ERD / OCHE.

			• Support implementation of recommendations from OHA advisory bodies and reports, including the Oregon Health Policy Board's Health Equity Committee (HEC)'s Gender Affirming Care Letter and Healthcare Workforce Committee's GAC Provider Recruitment, Hiring, and Retention Report • Develop new and enhance existing partnerships with internal and external partners to include local, state and Tribal governments, community-based partners, and private and public health care systems in order to support alignment of state-wide policy priorities and funding. • Oversee and facilitate planning meetings with internal and external partners. • Attend community events, meetings, presentations, and conferences as OHA representative and subject matter expert in GAC health and health equity to foster, develop and maintain constructive relationships with key community partners.. • In collaboration with other subject matter experts in OHA, work directly with Medicaid, Equity & Inclusion, and Health Policy & Analytics Divisions, External Relations Division (including Innovator Agents, Ombuds, and OCHE) to manage projects that seek to improve access to GAC across Oregon. • Develop and implement strategic communications to ensure transparency and information sharing with internal and external partners. Develop and implement strategies for effective communication of project results to the media, elected officials, consumers, partners, and others.
30%	N	E	Project Management • Provide strategic leadership and high-level project management of GAC projects and policy implementation to promote agency-wide collaboration and coordination. • In collaboration with identified contractors, monitor and track project activities, deliverables and outcomes. • Provide recommendations, strategic planning and detailed activities and identified partners, towards the implementation of new policies and programming as a result of legislation or responses to changes at the federal level around GAC. • Develop strategies to identify potential challenges and possible designs changes to mitigate or avoid risks, in collaboration with the GAC Workgroup, • Plan GAC operational improvement projects in collaboration with the GAC Workgroup; determine project scope, resource distribution, accountability and tracking measures, and health policy equity alignment as new legislation develops. • Provide agency-level oversight and collaboration to track development, implementation and monitoring of project

			plans to assure availability of financial, state and administrative resources needed to accomplish state objectives.
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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 role involves regular communication with executives, managers, and staff both internally and externally. Collaboration with a diverse group of individuals, including those from different cultures, languages, gender identities, and individuals with disabilities, to exercise diplomacy is crucial. Maintaining confidentiality is paramount. Travel may be necessary for meetings and occasional training sessions and training observations virtually or in-person. The role may involve frequent interruptions and stringent deadlines. The work environment could be in an office, cubicle, or an agreed remote location, involving extensive computer and video conferencing usage. Adaptability to new technologies and proficiency in computer skills for creating documents, using remote learning platforms, and other software applications is required for this position.

This position requires the ability and flexibility to occasional work outside of regular working hours. Must be able to exercise respectful public relations and practices.

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
- Oregon Administrative Rules
- Intergovernmental agreements including OHA Tribal Consultation and Indian Health Program Confer Policy
- ACA 1557
- The Americans with Disabilities Act
- State Executive Order 16-09 -Affirmative Action, Diversity & Inclusion
- State Executive Order 18-03 -Promoting Diversity & Inclusion Opportunities for COBID Businesses
- REALD and SOGI legislation
- Discrimination and Harassment-Free Workplace Policy
- OHA Strategic Plan
- OHA Performance System
- ODHS-OHA Alternate Format and Language Access Services Policy
- ODHS-OHA Gender Identity and Expression Policy for Employees
- OHA Equity Advancement Plan (Affirmative Action Plan)
- OHA Employee Resource Group Policy and Procedures
- OHA Non-Discrimination Policy for the Public
- OHA Reasonable Accommodation Policy and Procedures
- OHA Race, Ethnicity, Language and Disability
- OHA Standards and Guidelines for Cultural Competency

Also includes all other OHA and DAS Policies, United States Code, Code of Federal Regulations, Budget Circulars and Federal Administrative Guidance

b. How are these guidelines used?

The guidelines are used as instructions to carry out the functions of this job and others are background to understand policy in system and performance management. Others provide the basis for data, both qualitative and quantitative, collection and analysis in support of ongoing management and coordination of the program within the limits of legislatively approved framework and budgets for specific program areas of responsibility and their relation to the total program. They guide the appropriate use and dissemination of confidential data and results of program operations. Overall, they allow the ability to assess the impact of past and recent program decisions on the workforce, providers, health systems and communities facing most health inequities. Guidelines are also used as guidance for supervisory issues, personnel, and contractor performance review, addressing complaints. Finally, these guidelines will serve as parameters and reference to assure compliance with applicable laws, rules, policies, regulations, and cost allocation. The work of OHA is governed and administered within the context of these laws, rules, and policies. The guidelines serve as a roadmap for position decision-making, access to resources, accuracy, compliance, and criteria for analysis and decision-making.

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.

Who Contacted	How	Purpose	How Often?
OHA Division Directors	Person/Phone/Virtua l/Email/Letter	Policy/Liaison/Information/Administra tion	Occasionally
OHA Executives, Managers, Supervisors and Staff	Attending meetings, email, individual meetings	Convene, develop plans, make program recommendations, provide technical assistance, and obtain/share information	Daily to Weekly
Legislators, legislative staff, legislative committees, governor's office staff	Attending meetings, email, individual meetings	Share data and research, advise, provide updates, and obtain information.	As needed
Contractors	Attending meetings, email, trainings, individual meetings	Convene, develop plans and monitor deliverables.	As needed
OHA Staff	Attend meetings, email, individual meetings	Convene, share program background information and model. Make program recommendations, provide technical assistance, and obtain/share information	Daily to weekly
Members of the public	Person/Phone/Virtual/Em ail/Letter	Policy/Liaison/Information/Administration	As Needed
Other State Agency Leadership	Person/Phone/Virtual/Em ail/Letter	Policy/Liaison/Information/Administration	As Needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position makes decisions related to developing, implementing, and researching/presenting health equity and LGBTQIA2S+ health assessments and tools for the Oregon Health Authority. The positions will determine the scope, resource distribution, accountability measures, and policy alignment for policy changes related to gender affirming care. The position will determine the framework and workplan for community engagement efforts, provider capacity, and provider retention, training, and resource development. This position will determine prioritization of projects for the GAC Workgroup. This position makes decision on the information and recommendations to include in policy briefs and reports to inform OHA leadership, Governor's office and the Legislative body on GAC. Decisions associated with this position will impact GAC health change management efforts implemented as part of the transformation of the agency's programs and initiatives and other business processes and will have significance to the agency in meeting its 2030 health equity goal. The efforts under this position's purview will have a great impact on the overall satisfaction and operationalization of transformative efforts and programs at the agency. Must independently carry out their daily work.

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 #	How	How Often	Purpose of Review
Public Health Manager 3	1013744	One-on-one, supervisory meetings, video, phone, email	Weekly, Monthly, and as needed	Supervision, review work, monitor performance, provide technical assistance and coaching. Identification of priorities, discussion of problems and concerns. Monitoring progress and updates on activities, and management of workload.

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.

- Experience doing equity work in an highly matrix organizational setting.
- LGBTQIA2S+ health experience and/or lived experience
- Experience analyzing processes and functions, and communicating health equity objectives to technical staff, professional staff, managers, and employees
- Ability to effectively communicate ideas, recommendations, and technical information to technical and non-technical persons at different levels of organization, to legislators and the general public.
- Knowledge of Oregon Medicaid, Coordinated Care Organizations (CCOs), CCO community advisory councils (CACs), how they operate, and their intersections and responsibilities to communities they serve.
- Knowledge of Section 1115 of the Social Security Act also known as 1115 Medicaid Waiver that gives CMS the authority to approve experimental, pilot, or demonstration projects that promote the objectives of the Medicaid and Children's Health Insurance Program (CHIP) programs.
- Critical assessment of barriers to LGBTQIA2S+ health and the ability to elevate and address them.
- Expertise in community, community partner and industry engagement and management.
- Knowledge and expertise in the social determinants of health and health equity.
- Ability to manage complex issues that are largely unidentified and that have state impact.
- Ability to represent OHA and the Equity and Inclusion Division at the state and federal levels.
- Ability to facilitate consensus, foster meaningful discussion, seek broad-based feedback, and surface key considerations.
- Ability to perceive organizational and political sensitivities and act accordingly.
- Ability to understand the political environment, management priorities, staff roles and responsibilities, and grasps external factors impacting the organization.
- Excellent verbal and written communication skills required.
- Degree in Public Health, Human Services, Social Work, Behavioral or Social Sciences, Organizational Development or Public Administration, and/or coursework, training, and/or program development focused on social justice, diversity development and inclusion, dismantling institutional privilege, social determinants of health and equity, community organizing, and policy development preferred.
- Demonstrated experience providing training and technical assistance.
- Experience writing program and grant reports.
- Experience implementing, monitoring, and evaluating programs that promote LGBTQIA2S+ health and health equity.
- Demonstrated ability to work with culturally and linguistically diverse community members, colleagues, and other partners
- Demonstrated ability to create and maintain a work environment that is respectful and accepting of numerous dimensions of diversity.
- Demonstrated ability to problem-solve and facilitate conflict resolution.

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

01/30/2026

Date