



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
11/27/2024

This position is:

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

Agency: Oregon Health Authority

Division: Oregon Public Health Division

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Health Facilities Consultant
- b. Classification No: X3618 c. Effective Date: 11/06/2015
- d. Position No: 0001173
- e. Working Title: Plans Examiner
- f. Agency No: 44300
- g. Section Title: Health Care Regulation and Quality Improvement (HCRQI)
- h. Employee Name: Vacant
- i. Work Location (City — County): Portland - Multnomah
- j. Supervisor Name: Matt Gilman
- 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, childcare 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.

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 ensure that newly constructed or remodeled health care facilities provide safe and adequate care and lodging for persons who receive medical services therein.

To this end, program plans examiners will:

- Manage architectural, engineering and Fire Life Safety plans review;
- Support project sponsors and architects of record in their efforts to comply with applicable regulations; and
- Assist licensing agencies to ensure that completed projects comply with applicable regulations.

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
50%	R	E	<u>Health Facilities Inspection, Documentation, and Regulatory Coordination</u> • Manage and review construction documents for compliance with OAR physical requirements. • Coordinate with authorities having jurisdiction of Building and Fire Life Safety Codes during plan review and inspection process. • Coordinate all construction project approvals with the licensing entities.
20%	N	E	<u>Inspections and Documentation</u> • Inspection of completed projects, and final approval of facility in preparation to issue license. • Documentation of inspection findings includes drafting letters to architects and project sponsors.
25%	R	E	<u>Leadership and Technical Assistance</u> • Research and development for OAR coordination and revision. • Consult with project sponsors and their architects. • Coordinate with the State Building Codes Division regarding changes to the-Building Code. Review and propose changes to the Building Code which are consistent with health care delivery and public safety. Help review legislative bill. • Represent program at the Architecture for Health Panel, American Institute of Architects, Oregon Building Officials Association meeting, Oregon Seismic Safety Policy Advisory Commission (OSSPAC) and other venues as needed.
5%	NC	E	<u>Fostering a Learning Organization</u> • Adopts attitude that the agency is a learning organization capable of change. Encourages colleagues and program partners to respond to performance or compliance problems as opportunities for process and quality improvement. • Assists with the orientation and training of new employees. • Maintains current professional knowledge by attending agency or work-related training, reading relevant professional journals, and participating in meetings and conferences relevant to the scope of work. • In coordination with management develops a personal training plan updated annually. - Pursues continuing education, including OHA

			and PHD training opportunities, external conferences and distance learning that may be available. • Uses knowledge, best practices, and new technology to inform program operations and increase productivity and efficiency.
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.

Regular travel throughout the state to complete construction project inspections. At least 75% 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.

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:

The Construction Project Guide, which describes the responsibilities of the project sponsor and the State Agency, and general procedures to be followed, is issued annually by the program.

This position is responsible for knowledge of the following licensing regulations:

- OAR 333 – Division 675
- OAR 333 – Division 515, 530, and 535 - Hospitals
- OAR 333 – Divisions 525-010 - Mental Hospitals
- OAR 333 – Divisions 76 - Ambulatory Surgical Centers
- OAR 411 – Division 87 - Nursing Homes
- OAR 411 – Division 54 - Residential Care Facilities
- OAR 411 – Division 54 - Assisted Living Facilities
- OAR 411 – Division 57 - Alzheimer Endorsement Rules
- OAR 333 – Division 700 - Dialysis Facilities
- OAR 333 – Division 76 - Birthing Centers
- OAR 333 – Division 71 - Special In-Patient Care Facilities
- ORS 431.120, 441.060, 442.315, 443.420, 441.055, 441.060

This position is responsible for knowledge of the following National Fire Protection Association (NFPA) Codes:

- NFPA 101 Fire & Life Safety Code
- NFPA 99 Health Care Facilities (Chapter 3 - Electrical Systems; Chapter 4 - Gas & Vacuum Systems; Chapter 10 - Laboratories (Building Related Standards); Chapter 12 - Hospital Requirements; Chapter 13 - Ambulatory Health Care Center Requirements).

This position is responsible for knowledge of the following Oregon Building and Construction Codes:

- Oregon Structural Specialty Code
- Oregon Plumbing Specialty Code
- Oregon Mechanical Specialty Code
- Oregon Electrical Specialty Code

Other regulations that may be enforced by this program include:

- Food Sanitation rules, OAR 333, Division 150-156
- Mental Health Division rules for Psychiatric Holding Rooms, OAR 309-333
- Board of Pharmacy rules, OAR 855-041
- Radiation Protection Service rules, OAR 333-100 through 123
- Clinical Laboratories rules, OAR 333-024
- Other statutes and administrative rules as assigned

b. How are these guidelines used?

Assist in formulating policies and establishing priorities and procedures.

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?
Project sponsors	In-person, phone, email, letters	Assure regulatory compliance, which directly impacts patient safety and well-being; address project cost containment and, when possible, avoid unnecessary delays due to non-conforming construction projects	Periodic Inspections, phone calls and emails
Project Architects & Engineers	In person, phone, email, letters	Design and code consultation and enforcement activities	Daily
National AIA and ASHE	In person, phone, email, letters	Design and code consultation, interpretation and enforcement activities; attend national meetings.	Periodic
Office of State Fire Marshall	In person, phone, email, letters	Joint inspections, fire and life safety code consultations	Periodic

SECTION 7. POSITION-RELATED DECISION MAKING

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

Interpret applicable regulations and require conformance through plans review and inspection. Decisions have major cost impacts on providers and directly impact patient care and aggregate public health costs.

Interpret decisions made regarding rule and life safety code requirements as applied to specific projects. Decisions affect facility planning, safety and construction costs.

Evaluate and recommend approval or denial of waiver requests related to physical rule requirements. Recommendations affect waiver outcomes.

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
Compliance and Regulatory Manager 1	0000818	In-person, email, video conference	As needed	Provide feedback, discuss projects, etc.

SECTION 9. OVERSIGHT FUNCTIONS

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

How many employees are supervised through a subordinate supervisor? _____

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.

The position requires skills necessary to manage various often unrelated tasks concurrently. The ability to demonstrate competence in application of rules and codes is essential. In addition, the ability to productively interact with diverse stakeholders and facilitate the development of draft rule language is required.

Experience in the design and/or review of Health Care Facilities and special Residential Care Facilities is preferred. Applicants should possess a current Oregon license as a Registered Architect or professional engineer.

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