



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
09.30.2026

Agency: Oregon Health Authority

Division: Fiscal and Operations Division
Office for Program Integrity (OPI)

☒ 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:	Compliance and Regulatory Administrator 1	b. Classification No:	7012
c. Position Effective Date:		d. Position No:	PPDB # 1013909; Workday # 1010530
e. Working Title:	Administrator for Program Integrity	f. Agency No:	44300
g. Section Title:	Fiscal and Operations Division	h. Budget Auth No:	
i. Employee Name:		j. Repr. Code:	
k. Work Location (City – County):	Salem, Oregon		
l. Supervisor Name (Optional):	Rochelle Layton, CFO		
m. Position:	☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share		
n. FLSA:	☒ Exempt ☐ Non-Exempt	If Exempt: ☐ Executive ☒ Professional ☐ Administrative	o. 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) leads statewide efforts to contain health care costs, improve quality and access, and support the lifelong health of Oregonians. OHA oversees most state health services and implements the reforms established by House Bill 2009.

OHA includes 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 provides policy direction and oversight for OHA and advances

comprehensive health reform. Its nine members represent communities across Oregon and bring strong connections to the people they serve.

OHA's overall vision is ***"A healthy Oregon."*** The OHA mission is ***"Ensuing all people and communities can achieve optimum physical, mental and social well-being through partnerships, prevention, and access to quality, affordable health care."***

OHA's strategic goal is to eliminate health inequities in Oregon by 2030. Health equity means everyone can reach their full health potential without disadvantage based on race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersecting identities, or other socially determined circumstances. Health inequities are avoidable, unfair differences in health rooted in social injustice.

OHA's work centers on three goals: improving lifelong health, increasing the quality and availability of care, and making care affordable. Its values are health equity, service excellence, integrity, leadership, partnership, innovation, and transparency.

The OHA Administrator for Program Integrity directs the Office of Program Integrity's operations and administration. This includes setting policies and priorities for program integrity; overseeing fraud, waste, and abuse research, audits, and investigations; and leading related Medicaid compliance activities. The Administrator carries out OHA's objectives consistent with direction from the Governor, Legislature, federal and state requirements, federal guidance, and agency leadership.

The Administrator also serves as OHA's primary contact for program integrity and related Medicaid compliance matters. The role develops and maintains relationships with federal, state, and local regulatory, oversight, and law enforcement partners, including CMS, federal oversight agencies, Oregon's Medicaid Fraud Control Unit, other Oregon Department of Justice divisions, state agencies, and the Oregon Secretary of State.

In summary, this position will:

- Be accountable for all program integrity operations of the OPI
- Ensure strong and effective working relationships with multiple federal and state entities
- Carry out the goals of OHA, specifically to eliminate health disparities by 2030
- Create an inclusive and accepting work environment
- Report directly to the OHA Chief Financial Officer

This strategic position helps protect the integrity of Oregon's Medicaid funding and supports health and access to services for more than one million beneficiaries from diverse communities across the state. The incumbent must understand OPI's role in advancing health equity and addressing systemic disparities. Through expertise, collaboration, and an understanding of historical and current injustices, the position also supports OHA's Strategic Plan and its goal of eliminating health inequities by 2030.

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 OPI Administrator leads OHA's coordinated, inclusive, and effective program integrity and fraud, waste, and abuse operations, primarily for Medicaid and within OHA's \$21 billion annual operations.

The position:

1. Integrates the elimination of health disparities into OPI activities.
2. Promotes responsible stewardship of Medicaid funds.
3. Oversees accurate medical and fiscal audits and investigations to ensure provider compliance with laws, regulations, and program policies.

4. Ensures provider and beneficiary fraud, waste, and abuse are identified, investigated, addressed, and referred to law enforcement when appropriate.
5. Provides technical assistance and training to Medicaid providers and partners on program integrity and compliance requirements.
6. Provides OHA leadership with timely, accurate, and useful compliance and operational data to meet CMS oversight and monitoring requirements as required by the Centers for Medicare and Medicaid Services of the OHA as the State Medicaid agency.

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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.

% of Time	N/R/NC	E/NE	DUTIES
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30%	NC	E	Program Integrity/Fraud, Waste and Abuse, and Compliance Plan, organize, coordinate, and direct all OHA/OPI program integrity, fraud, waste, and abuse (FWA), and Medicaid compliance related activities through OPI. Provide OHA Division leadership with policy direction on financial, program integrity, and Medicaid related compliance activities through the program integrity lens. Lead multi-disciplinary staff, including government auditors, professional coders, special investigators, registered nurses, certified public accountant, operations and policy analyst, and research analyst, responsible for preliminary and final investigations of FWA; for identification of program under/over utilization by providers; for financial and compliance audits of health-care programs; for data analytics through the Surveillance Utilization Research Unit; and for policy and compliance operations. Determine program integrity, FWA and Medicaid related compliance program priorities through OPI. Develop business processes, measurable performance objectives, training, metrics, and benchmarks for OPI and contracting. Develop, implement, and design enhanced and sophisticated OPI program integrity and compliance anti-fraud, waste, and abuse efforts. Serve as OHA's leading expert on Medicaid FWA. Develops and recommends policy changes to ensure responsibility and accountability within OHA's Medicaid and other funded programs. Track trends and schemes, prosecutions, convictions, and court proceedings as related to program integrity and FWA, and apply lessons learned to OHA OPI operations. Work with all OPI unit management, lead and key staff to develop the OPI strategic plan, annual work plan appropriate audit plans.
25%	NC	E	Intra-Agency PI/Compliance Coordination and Collaboration Focus OPI efforts on the administration of intra-agency Medicaid program integrity, FWA, and related compliance operations, either through direct or indirect supervision or consultation. Consult with OHA executive management and division management on OPI program integrity operations, research, audits, investigations, fraud referrals, state and federal reviews, and CMS program integrity directives. Utilize reports, reviews, audits, and statistical data to build, enhance and coordinate OPI program integrity, FWA, and related

			Medicaid compliance operations within OHA. Evaluate the quality and comprehensive scope of OPI program integrity, FWA, and Medicaid related compliance activities. Develop enhancements and growth opportunities to OHA management to meet current and future OPI needs, including cutting-edge changes to improve the identification, detection, and investigation of FWA, and Medicaid related compliance operations.
20%	NC	E	Inter-Agency PI/Compliance Coordination and Collaboration Represent OHA and OPI on a wide range of committees, technical advisory groups, work groups, special projects, and task forces related to Medicaid FWA and Medicaid related compliance issues. Serve as primary liaison with the Oregon Attorney General's Office Medicaid Fraud Control Unit, Civil Division, Charitable Activities Division, the Secretary of State, ODHS, the HHS-OIG, GAO, CMS, and other federal and states program integrity units concerning FWA. Lead OHA program integrity, FWA and related compliance operations for Medicaid operations within other state and local agencies, managed care entities and provider community. Serve as primary contact for the federally required federal Unified Program Integrity Contractor, the Recovery Audit Contractor, and other Medicaid program integrity contractors regarding audits of the Medicaid provider community. Serve as primary contact for program integrity advocacy organizations (e.g. NAMPI; NHCAA; AAPC; HFPP), and program integrity vendors and contractors Meet with and make informational and educational presentations to federal and state officials, county governments, providers, related provider associations, and other stakeholders on all aspects of OHA program integrity operations.
15%	NC	E	Administrative, Budget and Contracting Directs, reviews, and approves the OPI biennial budget as a component of the OHA budget. Determine budget priorities and resource deployment for the OPI, and monitors budget expenditures and return-on-investment of OPI operations. Serve as contract administrator for OPI contracts. Plan, organize, direct, and evaluate OPI operations. Recommend and develop OPI policy option packages and

			legislative concepts to present to OHA Executive Management. Perform duties related to interviewing, selecting, and providing training for and evaluating the performance of staff. Ensure all certifications and licenses of OPI staff are current, in good standing, and position descriptions are signed and current. Prepare various reports, correspondence, and position papers; attend state and national conferences serving as OHA's primary authority on issues of program integrity, FWA, and Medicaid related compliance issues.
10%	NC	E	Special Assignments and Consultations Performs special assignments at the request of the Chief Financial Officer. Represent the Chief Financial Officer as assigned. Participate in assigned task forces, workgroups, and other assignments related to Medicaid program integrity and compliance operations, utilizing the skill set as required of the position regarding Medicaid or other OHA operations.

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.

Work is performed in a highly visible, professional office or remote work environment as agreed with management. This work may require irregular hours (i.e. weekends; nights). In and out of state travel for job related purposes will be required. Due to the confidential nature of the work of OPI, and the necessary security protections of the required information, there may be several meetings that require in person attendance. For certain other meetings, secure electronic meetings, and briefings; emails; telephonic or secure internet meetings may be appropriate. This position may start remotely with a possibility of returning to a physical office in the future.

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.

Code of Federal Regulations (CFR)
 OMB Circulars
 Social Security Act
 GAO Government Auditing Standards
 Oregon Revised Statutes
 Oregon Administrative Rules
 Applicable program transmittals and guidance
 State of Oregon Medicaid State Plan
 CMS State Medicaid Manual
 Oregon Medicaid Waivers
 CMS guidance, pronouncements, and educational materials (e.g. SMDL; SHO)
 National Medicaid program operations and procedures
 Other state Medicaid program integrity operations and procedures
 Medicaid program integrity guidance and operational best practices
 OHA and ODHS administrative policies, procedures, and contracts
 OHA and ODHS organizational structures
 Coordinated Care contract(s) and operations
 State and local agency Medicaid operations
 Special investigation operations and techniques
 Statistical programs and operating platforms
 Analytic program and operations

b. How are these guidelines used?

These regulations are used to develop program integrity, FWA and related Medicaid compliance oversight and monitoring activities, requirements and operations; to ensure provider and contractor compliance; to develop OHA regulatory and program integrity plans, processes, rules and regulations; to educate OHA and other state agency and stakeholder staff and other partners on program integrity, audit, and compliance requirements; to set goals and performance standards; to develop policy and practices in accordance to applicable rules and regulations, and to establish requirements for administration program integrity and related Medicaid compliance operations.

Extensive knowledge, skill and experience with the identified guidelines ensures program integrity, FWA and related Medicaid compliance operations are in conformity with and operated in accordance to the applicable rules and regulation to reduce Agency risk and unnecessary exposure.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often
Agency executives and management	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Give and receive information, direction, and guidance; planning; decision making; budgeting; consultation; operational resource allocation and implementation	Daily/As needed
CMS; OIG; GAO	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Program integrity and compliance contact, liaison, and OHA responsible staff for the coordination of OHA and federal PI operations	Daily/As needed
Other State Agencies, Contractors, Stakeholders, Providers	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Consultation; technical assistance; conduct structure audits and reviews; develop compliance plans and activities; develop corrective action plans; perform monitoring and oversight activities	Daily/As needed
OHA/ODHS and other state agency staff	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Respond to inquiries; clarify program integrity, fraud, waste and abuse and related compliance operations; consult on rules; develop policy; implement program integrity, oversight, and monitoring standards; receive fraud and audit referrals	Daily/As needed
Secretary of State; Oregon DOJ; Law Enforcement	In person and electronic meetings and briefings; emails; telephonic or secure internet meetings	Program integrity and compliance contact and liaison; respond to inquiries; clarify program integrity, fraud, waste and abuse and related compliance operations; consult on rules	Daily/As needed
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.	
At all times		Create and maintain an inclusive environment for all staff.	

Ongoing		Commitment to ongoing personal 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.	
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SECTION 7. POSITION RELATED DECISION MAKING

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

This position exercises independent decision-making authority and responsibility regarding program integrity, FWA, and related compliance operations. Each decision has a direct consequence regarding fulfilling the oversight, monitoring and compliance responsibilities of the OHA. The decisions made may impact the fiscal stability of providers under audit or investigation and may have consequences to the Medicaid delivery system. These decisions may also impact OHA's financial circumstances due to responsibilities to the federal government for reconciling payments made to OHA for Medicaid services. The decisions may affect Medicaid operations of OHA contractors, providers and OHA and other state agency services. Each decision carries the responsibility to ensure OHA and its Medicaid service delivery system in compliance with program integrity, fraud, waste, and abuse, and related compliance rules, regulations, and requirements.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Chief Financial Officer		Confers and work reviews	Daily/Weekly	Review to ensure Agency goals and objectives are being accomplished

SECTION 9. OVERSIGHT FUNCTIONS

(THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY)

a.	How many employees are directly supervised by this position?	2
	How many employees are supervised through a subordinate supervisor?	24

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 ☒ Prepare & 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:
This position requires highly effective oral and written communication skills; organizational development and management skills; a demonstrated attention to detail; and skills to track and meet required deadlines. This position requires demonstrated ability to establish and maintain effective working relationships with a wide variety of individuals from various backgrounds and cultures. The position must be able to summarize written information into an understandable and accurate final product, comprehend complex policies clearly, and work productively in a changing, fast-paced work environment. The position must exhibit highly effective customer service skills for both internal and external customers, the ability to demonstrate initiative, creative thinking, and independent judgment on an on-going basis. The position requires the ability to navigate occasional adversarial and difficult circumstances while under pressure to resolve potential financial and programmatic issues. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames. The position requires proficiency with a personal computer and laptop, with Microsoft Suite software, OHA approved software applications, OHA programs and applications, and other typical office equipment.
SECTION 11. BUDGET AUTHORITY
If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Office of Program Integrity	\$13.5 million	General and Federal
Office of Program Integrity—DOJ Attorney representation	Various amounts	General and Federal

SECTION 12. SIGNATURES
Attach a <u>current</u> 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.

_____ Employee Signature	_____ Date	_____ Appointing Authority Signature	_____ Date
_____ Supervisor Signature	_____ Date		