



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
2/8/2023

This position is:

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

Agency: Oregon Health Authority

Division: Public Health Division

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Project Manager 3
- b. Classification No: 0856 c. Effective Date: _____
- d. Position No: 0000280
- e. Working Title: WIC Project Manager
- f. Agency No: 44300
- g. Section Title: Nutrition & Health Screening
- h. Employee Name: VACANT
- i. Work Location (City — County): Portland-Multnomah
- j. Supervisor Name: Tiare Sanna
- 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 division and program in which this position exists. Include: information on the division's organizational structure; the division and/or program's purpose; groups and partners engaged and affected by the work; the division and/or program's size and scope. Include alignment and relationship to the agency's vision, mission, strategic plan and health equity definition, as well as any division-specific information.

The Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care 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.

The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is a federally funded, state administered, public health nutrition program functioning to identify women and children at risk, to improve health outcomes by providing nutrition education, a monthly nutritious supplemental food package, and referral into the health care system. WIC provides public health leadership in promoting the health and improved nutritional status of Oregon's families. The program is committed to having a diverse workforce to serve its diverse clients in a culturally competent manner. The State WIC Program provides management, nutrition, nutrition education, data processing, administrative and fiscal consultation and support services to 34 local health agencies serving over 77,000 Oregon women and children each month. There are currently over 500 authorized vendors (pharmacies and grocery stores) participating in the WIC program. Oversight of the program is performed in accordance with legislative mandates as well as federal and state requirements.

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.

b. Describe the primary purpose of this position, how it functions within this program and a summary of key duties. Complete this statement. The primary purpose of this position is to:

Manages and provides leadership to various Women, Infants and Children Program (WIC) projects and program innovations to modernize the way WIC is implemented and stay compliant with rules and regulations as dictated by the U.S. Department of Agriculture (USDA) – Food & Nutrition Services (FNS). This position is responsible for developing and managing the execution of inter-related projects from project initiation to project close out. This position leads projects in the various stages: needs assessment and feasibility, requirements gathering, defining scope, budget and timelines, grant funding requests and reporting, third-party contractor Request for Proposals (RFP) development and evaluation, design validation and documentation, system testing and review of third-party contractor deliverables. This position utilizes a foundational understanding of WIC operations and federal and state regulations relating to the program to ensure projects and innovations meet program needs and requirements. This position is a member of the WIC Leadership team, helping to make decisions and participate in strategic planning for the program, provide technical and strategic input for long range planning, interacting with outside partners and governmental agencies in the process, assuring compliance with project management requirements.

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	<div>Project Initiation and Planning</div> <ul style="list-style-type: none"> Initiate projects, including obtaining authorization and commitment, demonstrating business need and project feasibility. Determine resource needs and gaps for all implementation efforts and independently select and advise on the best resourcing option for each given scenario as it relates to PHD and OHA’s Strategic Plan. Lead meetings with project team members and stakeholders to define project scope. Organize project work groups teams according to project requirements. Identify specific tools or equipment needed by the workgroup; obtain needed resources at the proper project phase or step. Work with stakeholders to develop contractor statement of work. Work with procurement staff to obtain bids from contractors; coordinate project cost estimates. Manage, coordinate and participate in the Quality Assurance (QA) and other third-party contractor Request for Proposals (RFP).

			<ul style="list-style-type: none"> • Collaborate and coordinate with Office of Information & Security (OIS) project manager and OIS managers regarding WIC program and OIS resources, roles and project tasks for projects that require OIS involvement. • Prepare project budgets that summarize total expected costs and develop methods to track budget expenditures. • Lead project workgroup teams to produce work breakdown structures that outline the individual project plans; assign duties, responsibilities and scope of authority to project team members. • Identify project risks, and decide which risks are likely to affect the project. Design strategies to manage and mitigate those risks. • Coordinate project implementation planning with the QA and other third-party contractors.
40%	R	E	<p>Project Management</p> <ul style="list-style-type: none"> • Collaborate and oversee multiple projects to modernize the way WIC is implemented, as directed by USDA-FNS, including the development of increased use of remote services, use of technology to streamline the assessment and issuance of WIC benefits. • Provide highly complex, autonomous actions and decision making to all aspects of projects assigned. • Use project management standards, principles, and planned outcomes to manage projects. • Resolve issues impacting project schedule. Represent issues and recommended options needing escalation to project sponsor and executive stakeholders for resolution. • Participate in planning and development of policy, goals, objectives and direction for the project; staying within the prescribed project scope, time frame, and funding parameters, while meeting all stakeholder expectations. • Participate in the preparation of regular status reports for stakeholders that outline progress against project plan, major risks and suggested mitigation of those risks. • Track budget expenditures, and analyze project budget reports to calculate project expenses; examine cost estimates and compare to original budget; discuss budget issues with project team. • Work with project workgroup team leads to ensure that action items are completed within deadlines. Identify and initiate corrective action to keep project on track. • Monitor progress on tasks and develop methods for helping team members work through the various project

			<p>related issues; adjust and revise project schedules; coordinate project changes and update project schedules and budgets.</p> <ul style="list-style-type: none"> • Evaluate project performance and deliverables to make certain project results meet the intended goal and objectives and satisfy quality standards and stakeholder expectations. • Develop status updates, grant reports, and annual Advanced Planning Document Updates for submission to USDA-FNS. Develop documentation to update project schedule milestones, scope and budget, and request additional funding when needed. • Recommend/authorize redistribution of available resources to meet changing project needs.
15%	R	E	<p>Contract Monitoring</p> <ul style="list-style-type: none"> • Monitor and report out on contractor performance against the project plan. • Coordinate deliverable review groups to ensure timely and accurate review, approval and acceptance of sub-deliverables and deliverables. Review deliverables with specific responsibility for overall coherence of the final documents. • Provide coordination with contractor's project team; facilitate procedures of communication between contractors and stakeholders to ensure full participation, cooperation and representation of all. • With the Contractor Project Manager, co-manage the planning, organizing and identification of project structure and resource needs for project phases. • Review and approve bills/invoices for payment. • Assist with development of contract amendments, change orders, and new procurements including the preparation of materials for submission to USDA-FNS. • Facilitate/oversee the identification of change requests and ensure appropriate people are involved in the process and outcomes.
15%	R	E	<p>Project Communication</p> <ul style="list-style-type: none"> • Develop and implement plans to communicate with and involve project stakeholders. • Maintain clear communication with project members and stakeholders. Primary contact for stakeholder and sponsor concerns. • Lead project workgroup team meetings and discussions. • Coach team members on project methodology and processes.

			<ul style="list-style-type: none"> • Coordinate project activities with other State WIC Agencies, Local WIC Agencies, other governmental jurisdictions, community partners and cooperators. • Write project status reports. Develop and maintain project master file documenting progress throughout the course of the project and prepare final project archive file at closure of project. • Deliver presentations and participate on panels at national conferences to provide project updates and share lessons learned. • Member of the WIC Leadership team. Help make decisions in strategic planning for the program.
5%	N	E	User Acceptance Testing (UAT) <ul style="list-style-type: none"> • Oversee the identification and coordination of any hardware, software and/or telecommunications needed to complete UAT. • Coordinate testing workgroups, including schedules, functions to test and documents to capture test results. • Participate in developing test scripts. • Provide technical assistance to workgroup teams doing testing.
5%	NC	E	Other duties as assigned.
Ongoing			<p>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.</p> <p>Create and maintain an inclusive environment for all staff.</p> <p>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.</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. If driving a vehicle is not essential to the position, do not require a driver's license.

This position may be required to report to the designated worksite for monthly in-person All Staff meetings. This position may be requested to report to the designated worksite for other in-person meetings as needed. Whenever possible, a two weeks' notice for these other meetings will be

given. Most other duties of this position may be conducted remotely or at the designated worksite. Occasional evening and weekend work may be required for system testing.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as federal and state laws, rules, regulations, executive orders, state and/or agency policies, procedures, plans or metrics, manuals, guidance documents, or desk reference materials:

Functional Requirements Document for a Model WIC Information System (FReD)

Electronic Benefit Transfer (EBT) standards documents:

Operating Rules

Technical Implementation Guide

American National Standards Institute (ANSI) standards

Universal Interface

USDA regulations

Oregon Revised Statutes

Oregon Administrative Rules

State and Regional policies

Oregon WIC State Plan

WIC Program Policy and Procedures

Vendor Guide

WIC Management Information System (MIS) Detailed Functional Design Document (DFDD)

WIC Training Manual

Department of Human Services (DHS) standards for data system operations and security

Knowledge of project management standards and practices

- b. How are these guidelines used?

This position refers to these guidelines for guidance, workflow and decision making to ensure that the WIC projects: comply with standards for administering the WIC program and federal and state regulations, rules and statutes; meet the business needs of State and local WIC staff; comply with State's approach to project management.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position be in regular contact? Be sure to indicate when in-person vs. remote contact is required, as well as the type of communication platform(s).

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?
Third-party Contractors, Vendors	Phone, e-mail, meetings	Project coordination and planning, coordinate technology procurement	As needed
OHA/Policy Staff	Phone, e-mail, meetings	Project regulation / performance requirements	As needed
USDA-FNS Staff	Phone, e-mail, meetings	Project status/report requirements	As needed

OHA-OIS Managers and Staff	Phone, e-mail, meetings	Strategy, Planning, Problem Resolution, Projects	As needed
State WIC Staff	Phone, e-mail, meetings	Strategy, Planning, Problem Resolution, Project work, Data Reports, Resource Management	Daily
Local Agencies	Phone, e-mail, meetings	System specifications and performance, seek input on project development, needs assessment/evaluation	As needed
Other OHA Staff	Phone, e-mail, meetings	System-project related issues	As needed
Other State WIC Agencies	Phone, e-mail, meetings, in-person	Information sharing and gathering	As needed
Other interested parties	Phone, e-mail, meetings	As issues/needs arise	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the relationship of these decisions to the agency's vision, mission, strategic plan and health equity definition. Be sure to explain how these decisions affect Tribes, communities of color and other communities most harmed by health inequities.

Makes procedural, scope, budget, communication and project plan decisions affecting the outcome of the project. Makes decisions about who should come to which meetings, and how communication and coordination should happen among internal workgroups and external partners related to the project. Makes decisions that directly impact budget and cost benefit of projects.

This position's project decisions have the potential to negatively impact the agency's ability to deliver State's WIC program benefits to 111,000 citizens annually. The WIC Program provides over \$54 million dollars in healthy food benefits to low and moderate-income Oregonians across the state through partnerships with over 500 WIC vendors.

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 3	#0000858	Reviews project progress, project direction, quality of output, and work contact results.	Weekly or as needed	To ensure successful project planning and execution.

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.

Mandatory Requirements:

- Project management experience with complex data systems or management information systems.
- Must have acted as project manager to a project lasting over a year and involving more than 15 project participants.
- WIC experience in program goals, operations and federal regulations.

Desired competencies:

- Completion of the State's Project Management program is highly desirable.
- Skill to manage multiple projects of various size and complexity.
- Ability to write clear, concise, and direct narrative reports.
- Skill to apply general rules, regulations, standards, and guidelines to project decisions.
- Experience and competence working with culturally diverse populations.

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

Dec 1, 2023

Date