



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
4.13.26

This position is:

- ☒ [Classified](#)
☐ [Unclassified](#)
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Behavioral Health Division

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Operations & Policy Analyst 1
- b. Classification No: 0870 c. Effective Date: _____
- d. Position No: TBD
- e. Working Title: ECMU Forensic Systems Analyst
- f. Agency No: 44300
- g. Section Title: Residential and Extended Care Management Unit
- h. Employee Name: Vacant
- i. Work Location (City — County): Portland – Multnomah and Salem – Marion; Hybrid
- j. Supervisor Name: Dave Hsiao
- 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.

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 redistributing of resources and power; and recognizing, reconciling, and rectifying historical and

contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities. The Behavioral Health Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

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

Leadership:

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

Integrity:

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

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

Partnership:

- Working with providers and community members 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.

Unit/Program Description:

OHA is home to most of the state's publicly supported health programs. OHA divisions include Public Health, Equity and Inclusion, Behavioral Health, Medicaid, Health Policy and Analytics, Fiscal and Operations, and the Oregon State Hospital (OSH). The Behavioral Health Division (BHD) is responsible for the design, development, implementation, monitoring, evaluation, and improvement of publicly funded, community-based addiction and mental health service programs.

BHD is organized into three areas of focus: (1) Operations & Strategy; (2) Service Delivery; and (3) Equity and Community Partnerships.

This position is part of the Residential and Extended Care Management Team (ECMU), which collaborates with the OSH to eliminate systemic barriers and challenges to increase timely discharges of Aid and Assist and Guilty Except Insanity/Psychiatric Security Review Board (GEI/PSRB) patients. ECMU leads and monitors the discharge planning between Oregon State Hospital (OSH) social workers, residential treatment providers, forensic coordinators, PSRB monitors, and Exceptional Needs Care Coordinators (ENCCs) from the Community Mental Health Programs (CMHPs) in reviewing facility vacancies, placement referrals and progress, and waitlist status for patients on the Ready-to-Place (RTP) or Conditional Release Ready (CRR) lists at OSH. This assertive multi-agency strategy aims to create bed capacity through addressing and monitoring the utilization of effective and appropriate level of care treatment within the mental health residential system.

- 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 work with both ECMU and the Intensive Services teams on strategic coordination and policy development that ensures timely, equitable, and clinically appropriate behavioral health services for individuals involved in the criminal legal system and under Aid and Assist and Community Restoration orders, and those on the RTP list at OSH. This position is- responsible for collecting data from OSH and CMHPs to document and track RTP individuals at OSH and their progress toward discharge. The position would be primarily responsible for data entry, tracking metrics, and compiling information regarding community transitions from OSH into weekly report outs to OHA leadership and CMHP partners. Other duties would include maintaining various data collection software tools and databases, communicating with OSH and CMHPs, coordinating and scheduling meetings and maintaining meeting minutes. This position would interface daily with other members of the ECMU and ISU teams to ensure seamless communication and coordination of efforts between units.

This role addresses systemic inefficiencies and compliance gaps, reducing delays in admission and discharge planning, and advancing OHA's goal of eliminating health inequities by 2030. Through collaboration with courts, Oregon State Hospital, and community partners, the position drives system improvements that enhance access, quality, and accountability across the residential behavioral health continuum. The person in this position will support development of policy, standards, and procedures that deal with complex regulatory situations and can offer context and respond to questions about program activities, council process, and policy issues.

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
At all times			Align Conduct with OHA's Values and 2030 Strategic Goal Demonstrate awareness, understanding and alignment in service delivery with the OHA Core Values of Health Equity,

			Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency. • In addition to the cultivation of equitable practices across all aspects of the position description, learn and apply knowledge and skills to interrupt systemic racism and oppression of groups most impacted by historical and contemporary racism and social injustices; Facilitate the equitable distribution or redistribution of resources and power. • Demonstrate recognition of the value of individual and cultural difference; demonstrate evidence of ongoing development of personal cultural awareness and humility; contribute to an inclusive work environment that is respectful and accepting of diversity and where talents and abilities are valued. • Contribute to a positive and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. • Model professional behavior. Interrupt and report inappropriate behaviors, especially those in violation of policy. • Promote and actively influence and shape OHA's 2030 goal of eliminating health inequities. • Hold awareness and be attentive to the direct and indirect accountabilities and opportunities within the Behavioral Health Division to positively impact and influence the goals, strategies, actions, and measures outlined in OHA's strategic plan (2024-2027). • Use language that promotes equity, engagement, asset-framing, and power-sharing; when crafting written content or correspondence, reference and adhere to equity-centered communication guidelines outlined in the ODHS/OHA Writing Style Guide.
60%	R	E	Policy and Operational Support: • Contribute to the development, interpretation, and easily obtainable implementation of policies, standards, and procedures that support timely, equitable, and clinically appropriate behavioral health services for individuals under Aid and Assist, Community Restoration orders, and those on the RTP list at OSH. • Support ECMU leadership by researching easily obtainable regulatory requirements, identifying data needs, and preparing policy recommendations that strengthen system

			performance across the residential behavioral health continuum. • Provide assistance to internal teams and other system partners regarding program activities, data requirements, and policy expectations. • Compile and track data that will inform policy adjustments that reduce delays in admission, restoration, and discharge planning.
35%	R	E	Project Coordination • Supports ongoing data tracking projects related to RTP individuals at OSH, including collecting information from OSH and CMHPs, entering and validating data, monitoring key metrics, and documenting progress toward discharge. • Develop and maintain data collection tools, spreadsheets, and databases to ensure accurate, timely, and accessible information for ECMU and OHA leadership. • Track project timelines, deliverables, and stakeholder responsibilities to support efficient implementation of system improvements and cross-agency initiatives. • Coordinate meetings with OSH, CMHPs, courts, and internal teams, and other system partners including scheduling, agenda preparation, facilitation support, and maintenance of meeting minutes and follow up actions. • Identify risks, emerging issues, and process inefficiencies, escalating concerns to leadership and contributing to solutions that enhance access, quality, and accountability across the residential behavioral health system.
5%	NC	NE	Other duties as assigned. • Successfully fulfilling essential state and agency training requirements. • Additional responsibilities will be assigned that are consistent with the nature and level of work related to this classification.

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.

The role also involves frequent interaction and collaboration with a diverse range of clinical and professional personnel in various office, virtual, and meeting environments.

This role requires the capability to manage multiple tasks concurrently, often within time-sensitive or high-pressure environments. Many assignments will have strict deadlines, necessitating strong prioritization skills and the ability to adapt as required. Effective communication and interpersonal

skills are essential, as the role involves navigating politically, socially, and media-sensitive issues. Presentations to internal audiences, in person, over the phone, and through virtual platforms, are also required. Some travel, both within the state and out-of-state, may be necessary for meetings, conferences, and other events. Attendance at meetings, conferences, and events may sometimes require evening and weekend hours.

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:

OAR 309-035 Mental Health Residential Treatment

Federal Regulations (including but not limited to Medicare and Medicaid regulations and Health Insurance Portability and Privacy Act)

Oregon Revised Statutes

Oregon Administrative Rules

Federal laws, rules and funding requirements relating to mental health, alcohol and other drug treatment plans and services

OHA/Coordinated Care Organization Contracts

State laws, rules, and contract requirements relating to behavioral health services

Departmental and office policies and procedures

Local requirements as appropriate.

Trauma Informed Approaches.

b. How are these guidelines used?

Residential behavioral health services are guided by laws, policies, and local provider feedback, helping to identify service options and address systemic issues for those needing intensive support. This position ensures adherence to Oregon's behavioral health standards and relevant federal and state regulations. Established guidelines provide a structured approach for decision-making and execution, crucial for compliance with program performance standards and aiding in policy creation, initiative prioritization, and procedure formulation. Overall, these guidelines serve as a strategic roadmap for decision-making, resource access, and compliance.

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?
Consumers and persons with lived experience	Virtually, telephone, in person, email	Listen to identify opportunities to improve services and programs to create a simple, meaningful and responsive system	Daily, Weekly

Oregon State Hospital staff and social workers	In person, meetings, email, phone	Collaborate to improve flow of patients through system and improve patient outcomes at discharge	Daily
State and federal agencies, including Governor's office and agencies in the criminal legal system	Phone, meetings, mail, in person	Discuss cooperative and complementary efforts and programs; act as support for Managers and Leads, liaisons to federal and state partners to work collaboratively. Provide consultation and assistance.	Daily
Treatment Service Providers and professionals	Phone, meetings, mail, in person	Provide technical assistance, discuss revision to statewide plans and need for local tailoring. Outcome evaluation	Several times a month
General Public	Phone, meetings, mail, in person	Respond to questions/concerns and outline/encourage support for effective local treatment, intervention, postvention and prevention services	Several times a month
Research and Evaluators	Phone, meetings, mail, in person	Review and interpret data, plan special studies and prepare informational presentations	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position functions as support within the Residential and ECMU/ ISU of the Office of Behavioral Health Services. The role serves the statutory, regulatory, and funding pathways necessary to advance trauma-informed, evidence-based, and peer-inclusive service models, authorizing administrative rules, legislative concepts, and budget strategies that expand access, improve equity, and strengthen system value.

The position delivers the statewide analytic agenda for behavioral health system reform—establishing the evidence standards, performance metrics, and reporting expectations used to assess cost, quality, and equity impacts. It decides the research priorities and analytic methodologies that inform OHA and Behavioral Health Division leadership, issues policy recommendations grounded in comprehensive data review, and mandates centralized, publicly accessible reporting to ensure transparency and accountability.

As the coordinating team across Oregon State Hospital, community mental health programs, emergency and acute care settings, Medicaid and Coordinated Care Organizations, and residential treatment providers, the role supports the policies and protocols that govern admission and discharge planning for justice-involved individuals, including those committed under ORS Chapters 161 and 426. It decides engagement strategy and timing with managers, divisional leadership, legislators, judicial partners, and law enforcement, and sets the approach for communicating complex and sensitive issues to internal and external partners.

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
Behavioral Health Policy Manager 2	05-I / 000000161301	Meetings, email, text, phone, TEAMS and other virtual meeting and instant messaging platforms	As required, daily and weekly	Supervision, problem-solving, communicate updates on progress of major tasks and projects.

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.

- Expert-level knowledge of Oregon's residential and forensic behavioral health system, including treatment services for individuals under civil commitment, guilty except for insanity, aid and assist, and forensic diversion.
- Advanced understanding of Oregon's legal framework, including Oregon Revised Statutes (ORS) Chapters 161 and 426, and relevant Oregon Administrative Rules (OARs).
- Demonstrated experience in behavioral health policy and program development, with emphasis on equity-centered implementation and system-level reform.
- Proficiency in system and organizational development, especially within complex, multi-agency behavioral health environments.
- Strong analytical and problem-solving skills, including the ability to interpret data and recommend operational or policy changes based on findings.
- Working knowledge of Oregon's Behavioral Health System, including Oregon State Hospital, Community Mental Health Programs, Coordinated Care Organizations, residential providers, and peer-run organizations.
- Experience with contract development and fiscal oversight, including familiarity with state contracting systems and federal funding/reporting requirements.
- Excellent verbal and written communication skills, with attention to detail and the ability to convey complex information to diverse audiences.

- Ability to manage multiple competing priorities, build consensus, and collaborate effectively with internal and external partners.
- Advanced proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Teams.

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