Click here to link to instructions **All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**

STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:

Agency: Oregon Health Authority

Division: Behavioral Health Division

☒ 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: Operations & Policy Analyst 2
b. Classification No: C0871 **c.** Effective Date: 9/1/2025
d. Position No: 2730574
e. Working Title: Operations and Policy Analyst – Clearinghouse Save Lives/Oregon
f. Agency No: 44300
g. Section Title: Addiction Prevention, Treatment and Recovery
h. Employee Name: Vacant
i. Work Location (City — County): Portland/Multnomah; hybrid position
j. Supervisor Name: Nicole Corbin
k. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☒ Non-Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative **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 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.

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. The Behavioral Health Division (BHD) encompasses Medicaid and Behavioral Health Programs. Behavioral Health is responsible for the design, development, implementation, monitoring, evaluation, and improvement of publicly funded, community-based addiction and mental health service programs.

The Behavioral Health Division (BHD) within the Oregon Health Authority (OHA) provides leadership and oversight for Oregon's publicly funded behavioral health system, ensuring access to high-quality mental health and substance use disorder services for adults, children, adolescents, young adults, and their families. BHD is organized into five key sections: the Director's Office, Service Delivery for: Child and Family Services, Quality and Compliance, and Operations and Strategy. Together, these sections manage statewide policy development, program implementation, quality assurance, and strategic planning for a system valued at approximately $1.64 billion. The division collaborates with counties, tribes, local providers, and other state agencies to deliver integrated, community-based services. Aligned with OHA's mission and core values, health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. BHD plays a critical role in advancing OHA's 10-year goal to eliminate health inequities by ensuring culturally responsive, evidence-based behavioral health care for all Oregonians.

Unit Description: The Addiction, Treatment, Recovery, and Prevention (ATRP) unit leads statewide efforts to reduce substance use harms and promote recovery through equitable, evidence-based strategies. As

part of the Behavioral Health Division, ATRP works to transform Oregon's behavioral health system by expanding access to culturally responsive care, supporting community-driven prevention initiatives, and strengthening recovery-oriented services.

Guided by OHA's Strategic Plan, the unit centers its work on eliminating health inequities, especially for communities disproportionately impacted by substance use and systemic barriers to care. ATRP collaborates with Tribal governments, local providers, peer networks, and public health partners to ensure that all Oregonians—regardless of race, income, geography, or lived experience—can access compassionate, effective support across the continuum of care.

Unit Core Functions:
Prevention: Develop and fund community-based prevention programs that address root causes of addiction and promote healthy environments.

Treatment Access: Expand availability of substance use disorder treatment services, including medication-assisted treatment, detox, and residential care.

Recovery Support: Invest in peer-delivered services, housing supports, and recovery community centers that foster long-term wellness.

Harm Reduction: Administer initiatives like Save Lives Oregon's Harm Reduction Clearinghouse to reduce overdose deaths and connect people to care.

System Transformation: Align policies, funding, and data systems to support integrated, person-centered behavioral health care.

Equity and Inclusion: Ensure all programs are designed and evaluated through an equity lens, with meaningful input from impacted communities.

The TRP unit plays a critical role in advancing OHA's goal to transform behavioral health and build a future where every Oregonian has the opportunity to thrive.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement:

The primary purpose of the position is to support the Addiction Prevention, Treatment and Recovery (APTR) unit's mission to reduce substance use harms and promote recovery through equitable, evidence-based strategies and ensure the operational effectiveness of the Harm Reduction Supply Clearinghouse within the Save Lives Oregon Initiative (SLO), a statewide effort to address Oregon's substance use, addiction, and overdose crisis.

The analyst leads and supports operational planning, policy development, program evaluation, and stakeholder engagement to expand access to life-saving harm reduction supplies such as naloxone, particularly for communities disproportionately impacted by substance use and systemic barriers to care. This position helps integrate harm reduction strategies into behavioral health and public health systems across Oregon, contributing to ATRP's broader goals of transforming behavioral health care, supporting community-driven prevention, and strengthening recovery-oriented services. This position is responsible for developing policies and process flows that support the SLO Clearinghouse. In collaboration with other SLO staff, the analyst will develop policies and program structures that ensure the operational needs of the statewide clearinghouse and the equitable distribution of harm reduction supplies. This position provides consultation to OBH staff on implementing harm reduction principles and supply availability into program planning, technical assistance, and operational decision-making

In alignment with OHA's Strategic Plan to eliminate health inequities by 2030, this role ensures that all Oregonians—regardless of race, income, geography, or lived experience—can access compassionate, culturally responsive support across the continuum of care.

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		E	**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. • 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. • Demonstrate professional behavior. Interrupt and report inappropriate behaviors, especially those in violation of policy. • Promote and actively participate in 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.

25%		E	**Policy and Program Analysis:** • Lead operational oversight of the statewide Save Lives Oregon (SLO) Harm Reduction Clearinghouse by evaluating operational performance, identifying barriers to effective service delivery, and implementing operational improvements. Serve as the program's operational policy lead by providing expert consultation, developing operational policies, procedures, and process improvements, and ensuring efficient, equitable, and compliant statewide operations • Conduct equity-centered analysis of agency policies, procedures, and programs to identify gaps and opportunities for improvement. • Identify and implement new policy solutions that advance harm reduction and behavioral health transformation, including for Save Lives Oregon's Harm Reduction Clearinghouse. • Develop recommendations that improve statewide behavioral health systems, reduce barriers to care, and advance the Behavioral Health Division's strategic transformation initiatives. • Develop policies, program structures, and process flows that support the operational needs of the Save Lives Oregon Harm Reduction Clearinghouse and promote the equitable distribution of harm reduction supplies statewide. • Collaborate with Save Lives Oregon staff to establish policy and operational frameworks that guide program implementation, resource distribution, and statewide clearinghouse operations. • Collaborate with Behavioral Health Division programs, public health programs, local public health authorities, Tribal governments, community organizations, and external partners to integrate harm reduction strategies into statewide behavioral health and public health systems. • Recommend policy and procedural changes that promote equitable outcomes and align with OHA's strategic goals. • Interpret and apply laws, regulations, and policies with an equity lens. • Serve as a subject matter expert on regulatory issues impacting access to care and behavioral health services.
20%		E	**Strategic Planning and Implementation:** • Develop short- and long-range operational plans that support statewide implementation, sustainability, resource allocation, and continuous improvement of the Save Lives Oregon Harm Reduction Clearinghouse.

			• Adapt project plans to respond to community feedback, emerging needs, and unexpected results. • Represent OHA at statewide, regional, and national meetings to advance strategic priorities. • Initiate and respond to interagency workgroups, task forces, and committees focused on health equity and behavioral health reform. • Ensure program compliance with federal, state, and Tribal requirements.
20%		E	**Data Collection and Evaluation:** • Collect and analyze data to evaluate program impact on underserved and priority populations. • Contribute to operational research and evaluation efforts that inform policy and system change. • Develop equity-informed evaluation methods to improve program design and delivery. • Establish inclusive criteria to measure program effectiveness across diverse populations. • Prepare transparent reports and dashboards that communicate progress toward strategic goals. • Support data governance practices that protect community trust and ensure ethical use of information.
15%		E	**Stakeholder Engagement and Interagency Collaboration:** • Build and maintain collaborative relationships with system partners, Tribal governments, and community organizations. • Facilitate orientation and onboarding for new agencies participating in the Harm Reduction Clearinghouse. • Provide culturally responsive training and technical assistance on Forensic Diversion Program best practices. • Maintain directories and guides that connect individuals to OHA supports and services. • Attend weekly partner meetings to ensure alignment and shared accountability.
10%		NE	**Process Improvement:** • Identify operational inefficiencies and recommend equity-centered improvements. • Develop and document inclusive standard operating procedures (SOPs). • Monitor implementation of changes and assess outcomes using equity metrics. • Track and verify Harm Reduction Clearinghouse deliverables, budget, schedule, and performance.

			• Develop processes for continuous organizational improvement that reflect community voice. • Initiate and evaluate training programs to build internal capacity and cultural responsiveness.
5%		NE	**Administrative Support:** • Manage the Save Lives Oregon program email inbox and respond to stakeholder inquiries. • Enroll new agencies into the Harm Reduction Clearinghouse and support their onboarding
5%		NE	Other duties as assigned.

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 position operates within a hybrid work environment, combining remote work with in-office responsibilities at designated Oregon Health Authority locations. The role requires frequent preparation and presentation of technical and professional materials under assigned deadlines, with occasional evening or weekend work to support program needs or urgent public health priorities.

The analyst regularly engages with clinical, administrative, and policy professionals across office, virtual, and meeting room settings. Work products are often high-profile and may be of significant interest to legislative representatives, stakeholder coalitions, and statewide associations. The position involves navigating complex systems to coordinate delivery of community-based services, often within resource-constrained environments.

Daily work occurs in both open office and remote settings, with frequent interruptions and multiple communication channels including email, instant messaging, video conferencing, and mobile phone. On-camera participation in virtual meetings is expected.

Travel throughout the state may be required to support program implementation, stakeholder engagement, and interagency collaboration. Occasional travel for conferences, training events, and stakeholder convenings is also expected as part of professional development and statewide coordination efforts.

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 (ORS)

ORS 430.256–430.640 – Governs the administration of substance use disorder treatment and recovery services, including harm reduction and naloxone distribution.

ORS 413.042 – Establishes OHA's authority to coordinate behavioral health services and promote health equity.

ORS 430.735 – Defines abuse of adults receiving mental health or substance use services, relevant to harm reduction safety protocols.

ORS 419B.005 – Defines child abuse, relevant for programs serving families impacted by substance use.

Oregon Administrative Rules (OAR)

OAR 309-019-0185 – Sets standards for outpatient substance use disorder treatment and recovery programs, including peer services, gender-specific supports, and coordination with social services.

OAR 309-018-0100 to 309-018-0105 – Prescribes minimum standards for residential substance use disorder services and defines key terms such as admission, supervision, and abuse.

OAR 410-120-0000 to 410-120-1980 – Covers Medicaid-related service delivery standards, relevant for programs receiving federal funding.

OAR 943-120-0000 to 943-120-1550 – Applies to Health Systems Division operations, including behavioral health coordination.

Code of Federal Regulations (CFR)

42 CFR Part 2 – Protects the confidentiality of substance use disorder patient records.

45 CFR Part 96 – Governs Substance Abuse Prevention and Treatment (SAPT) Block Grant funding, including requirements for service access, gender-specific care, and coordination with child welfare.

45 CFR Part 75 – Uniform administrative requirements for federal grants, relevant to budgeting and performance tracking.

OHA Policies and Manuals

Harm Reduction and Syringe Service Program Planning and Resource Manual – Provides operational guidance for harm reduction supply distribution, stakeholder engagement, and program evaluation.

Save Lives Oregon Program Guidelines – Outlines naloxone distribution protocols, equity-based allocation, and community partnership standards.

Reverse Overdose Oregon Toolkit – Offers training and implementation resources for overdose response programs in workplace and community settings.

OHA Equity and Inclusion Framework – Guides all program design and evaluation to ensure culturally responsive and trauma-informed practices.

Departmental and office policies and procedures;

Local requirements as appropriate

Trauma Informed Approaches.

b. How are these guidelines used?

The Operations and Policy Analyst 2 (OPA2) in the Addiction Prevention, Treatment and Recovery (APTR) unit applies a comprehensive set of regulatory and policy guidelines to ensure the ethical, compliant, and equity-centered operation of the Save Lives Oregon Harm Reduction Clearinghouse. These include Oregon Revised Statutes (ORS) governing substance use services and naloxone distribution, Oregon Administrative Rules (OAR) outlining standards for treatment and recovery programs, and Code of Federal Regulations (CFR) provisions related to confidentiality, grant funding, and service access. The analyst uses these frameworks to guide policy development, program evaluation, and operational planning, ensuring that all activities align with state and federal mandates while advancing health equity.

In addition, the analyst relies on Oregon Health Authority (OHA) policies, manuals, and strategic tools—such as the Harm Reduction Resource Manual, Save Lives Oregon Program Guidelines, and Reverse Overdose Oregon Toolkit—to inform training, stakeholder engagement, and technical assistance. These resources help integrate harm reduction strategies into behavioral health systems and support culturally responsive service delivery. The OHA Equity and Inclusion Framework is used to assess program impact and ensure that services reach communities disproportionately affected by substance use and systemic barriers. Together, these guidelines enable the analyst to uphold legal standards, promote transparency, and contribute to the transformation of Oregon's behavioral health system.

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?
Agencies that have direct contact with persons with lived experience of substance use	Virtually, telephone, in person, email	Listen to identify opportunities to improve services and programs to create a simple, meaningful and responsive solutions; Collaborate to improve ordering and distribution of harm reduction supplies; Provide technical assistance, to agencies that participate in the Save Lives Oregon Harm Reduction Clearinghouse	Daily and Weekly,

OHA Behavior Health Management	Phone, meetings, mail, in person	Policy, procedures, and Harm Reduction Clearinghouse implementation recommendations	Weekly
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
Community-Based Organizations (CBOs)	Virtually, telephone, in person, email	Recipients of harm reduction supplies; partners in outreach, training, and evaluation.	Monthly; as needed
Tribal Governments and Health Authorities	Virtually, telephone, in person, email	For culturally specific harm reduction coordination and service delivery.	Monthly; as needed
Peer Support Networks and Recovery Centers	Virtually, telephone, in person, email	For community engagement, feedback, and distribution logistics.	Monthly; as needed
Local Public Health Departments	Virtually, telephone, in person, email	For regional coordination, overdose prevention, and data sharing.	Monthly; as needed
Healthcare Providers and Clinics	Virtually, telephone, in person, email	For naloxone access, referrals, and integration of harm reduction practices.	Monthly; as needed
Statewide Behavioral Health Advisory Groups	Virtually, telephone, in person, email	For stakeholder input, policy feedback, and system improvement.	Monthly; as needed
Legislative Staff and State Associations	Virtually, telephone, in person, email	For updates on program impact, funding needs, and policy development.	Monthly; as needed
Training and Conference Organizers	Virtually, telephone, in person, email	For professional development, statewide convenings, and knowledge exchange.	Monthly; as needed
Federal Partners (e.g., SAMHSA, CDC)	Virtually, telephone, in person, email	For grant compliance, technical guidance, and national best practices.	Monthly; as needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

- Determines statewide operational priorities for the Save Lives Oregon (SLO) Harm Reduction Clearinghouse by evaluating operational performance, stakeholder needs, regulatory requirements, and emerging public health priorities to ensure the effective operation of the statewide clearinghouse.
- Independently develops and implements policies, procedures, operational frameworks, and process flows that support the operational needs of the Save Lives Oregon Harm Reduction Clearinghouse and align with program objectives and OHA strategic priorities.

- Exercises independent judgment in determining operational approaches, program structures, and process improvements that strengthen statewide clearinghouse operations and promote the equitable distribution of harm reduction supplies.
- Determines how harm reduction principles and supply availability are integrated into behavioral health and public health program planning, technical assistance, and operational decision-making, while providing consultation and guidance to Office of Behavioral Health staff and program partners.
- Evaluates program performance, operational effectiveness, and stakeholder feedback to determine priorities for operational improvements and recommend policy and procedural changes that improve efficiency, compliance, and equitable access to harm reduction services.
- Provides subject matter expertise on operational policy and regulatory issues that influence organizational decisions regarding statewide harm reduction strategies, clearinghouse operations, and program implementation.
- Determines priorities for stakeholder engagement, agency onboarding, training, and technical assistance to support consistent implementation of statewide clearinghouse operations and strengthen community partner capacity.
- Determines appropriate data collection methods, performance measures, and evaluation approaches to assess program outcomes, support operational planning, and provide information for leadership decision-making and public reporting.
- Determines the most effective methods for communicating technical, operational, and policy information to agency leadership, legislative staff, stakeholders, and community partners to support informed decision-making and transparency.
- Responds to complex operational and policy issues by evaluating program requirements, operational constraints, stakeholder needs, and regulatory requirements to determine appropriate courses of action that support statewide clearinghouse operations.
- Evaluates the impact of program policies, operations, resource decisions, and service delivery on health equity to ensure decisions support equitable distribution of harm reduction supplies and advance OHA's Strategic Plan and health equity goals.

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
BH Policy Manager 2	5100000	Meetings, email, text, phone, TEAMS and other virtual meeting and instant messaging platforms	As needed, 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
- ☐ 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.

Subject Matter Expertise

- Understanding of harm reduction principles and practices, including community-based naloxone distribution, safer use strategies, and overdose prevention rooted in dignity and autonomy.
- Knowledge of substance use disorder systems, including culturally responsive treatment, peer-delivered services, and trauma-informed recovery supports.
- Awareness of behavioral health equity frameworks, especially those addressing the needs of communities historically marginalized by systemic barriers.

Policy and Regulatory Literacy

- Familiarity with Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) that shape behavioral health and harm reduction services, with an emphasis on equity and access.
- Understanding of federal protections and funding structures, such as 42 CFR Part 2 (confidentiality of substance use records) and 45 CFR Part 96 (Substance Abuse Prevention and Treatment Block Grant).
- Experience applying OHA guidance documents, including harm reduction manuals and program toolkits that center community voice and lived experience.

Data and Evaluation Skills

- Ability to design inclusive evaluation tools, incorporating both quantitative and qualitative methods that reflect community-defined outcomes.
- Skill in interpreting and communicating data in ways that are accessible, transparent, and meaningful to diverse audiences.
- Experience using data to advance equity, including identifying disparities, informing resource allocation, and supporting continuous improvement.

Relationship Building and Engagement

- Demonstrated ability to build trust and collaborate with Tribal governments, culturally specific organizations, and peer networks.

- Experience delivering respectful, culturally grounded training and technical assistance, especially in behavioral health or public health settings.
- Commitment to co-creation and shared decision-making, ensuring that community partners are active participants in program design and implementation.

Operational and Systems Thinking

- Experience managing equitable resource distribution systems, including supply chain logistics and community-based allocation models.
- Ability to support budget development and procurement processes, with attention to transparency, accountability, and community impact.
- Skill in process improvement, using inclusive approaches that elevate frontline feedback and reduce administrative burden.

Technical Proficiency

- Comfort with hybrid work tools, including Microsoft Teams, Zoom, and collaborative platforms that support remote engagement.
- Ability to manage multiple communication channels, while maintaining responsiveness and clarity across diverse formats.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

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	10/28/2026 Date