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: 10/06/2026

Agency: Oregon Health Authority

Division: Medicaid 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.** REPR Code: OAH
d. Position No: 2730591
e. Working Title: Medicaid School Based Services Analyst
f. Agency No: 44300
g. Section Title: Medicaid Children & Families Policy
h. Employee Name: Vacant
i. Work Location (City — County): Salem/Marion or Portland/Multnomah; Hybrid
j. Supervisor Name: Rusha Grinstead
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 2030 strategic goal is to eliminate health inequities.

The Medicaid 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 stakeholders 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.

Medicaid Division description

OHA is home to most of the state's publicly supported health programs. OHA divisions include Behavioral Health, Equity and Inclusion, Fiscal and Operations, Health Policy and Analytics, Medicaid, Public Health, and the Oregon State Hospital.

The Medicaid Division is responsible for the design, development, implementation, monitoring, evaluation, and improvement of publicly funded Medicaid programs and related health

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programs, which includes the Oregon Health Plan (OHP), Healthier Oregon, the OHP-Bridge Program, and initiatives under 1115 demonstration waivers, state plan authorities, and 1915 home and community-based services waivers. The Division is the Single State Medicaid agency authorized to enter into agreements with the federal government for the state of Oregon. The division defines and manages the Oregon Administrative Rules divisions that govern OHP-covered health care services, eligible fee for service health care providers and participating managed care plans, including Coordinated Care Organizations (CCOs), to ensure programs and services are delivered effectively, equitably, and in compliance with state and federal regulations.

Medicaid, and the related health programs the division oversees, provides coverage for health care and related services for Oregonians with low income. These programs play a crucial role in improving health care access, promoting health equity, and reducing disparities across the state. The collective and collaborative effort of division management and staff are essential in helping OHA achieve its vision and aim to produce better and more equitable health outcomes and move closer to our strategic goal to eliminate health inequities by 2030.

Medicaid Children & Families Policy and Programs

The Medicaid Children & Families Policy team consists of 11 full time analysts. The team oversees the following policies and programs: Early Periodic Screening, Diagnostic and Treatment (EPSDT), Young Adult with Special Healthcare Needs (YSHCN), Medicaid School Based Services (SBS), and Healthier Oregon. The team is also responsible for Medicaid and Child Welfare coordination.

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 OPA2 is to coordinate grant activities for OHA's Centers for Medicare and Medicaid Services' (CMS) federal grant award. This includes statewide implementation of Oregon School-Based Health Services including training, technical assistance, and billing guidance to increase enrollment, claiming, reimbursement, and access for students. This position will coordinate grant projects by overseeing the implementation of project activities, coordinate with other agencies including OHA contractors and Oregon Department of Education (ODE).

This position will coordinate grant projects by overseeing the implementation of project activities and coordinating with other agencies including OHA contractors and Oregon Department of Education (ODE). This position designs and directs the gathering, tabulating, and interpreting of required data for grant reporting requirements; track overall program evaluation; and ensure necessary reports and documentation are submitted to CMS. This position works directly with Medicaid enrollment and billing teams to ensure the Medicaid billing system (MMIS) is set up to streamline enrollment and reimbursement for education agencies (EAs) as billing expands across the state.

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	NC	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; contribute to a 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 Medicaid 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.
30%	N	E	**Policy Analysis/Development:** • Identify new policy and program needs and develop and implement new policy information about Medicaid School Based ServicesExample: new provider types or new services that can be added to this program due to changes in federal policy or changes in state needs. • Establish criteria to identify and measure program effectiveness

			• Develop methods to improve operations or develop new approaches to program evaluation. • Develop detailed plans, goals and objectives for the Forensic Diversion Program.
15%	N	E	**Legislative Coordination:** • Support the initiation and coordination of proposed legislative or administrative rules changes. • Conduct research into the economic and programmatic impact of legislative proposals; evaluate the benefits and consequences of different policy strategies. • Draft reports outlining the impact of legislative proposals on agency operations. • Coordinate program legislative tracking and collaborate with division and agency legislative leads to ensure program is being consulted for relevant legislation. • Identify legislative and leadership intent through research; write policies and procedures to support research findings. Compile materials in response to information requests. • Track federal and state legislation of state or agency interests. For example: if there are federal policy changes about the scope and coverage of the program, this position would coordinate operational changes to align with said policy change. • Propose approaches to addressing needed changes in operations and procedures. • Support the coordination of efforts to implement federal laws, regulations, or requirements by working directly with budget and other Medicaid teams to set up system infrastructure..
25%	N	E	**Operational Research and Evaluation:** • Evaluate School Based Services effectiveness through comprehensive operational research. • Establish criteria to identify and measure program effectiveness; develop methods to improve operations or develop new approaches to program evaluation. • Develop processes for systematic organizational improvement. • Design and oversee the collection of data for organizational surveys • Analyze data, evaluate findings and recommend policy and operational changes. • Develop detailed plans, goals and objectives for the long-range implementation and administration of Medicaid School Based

			Services in accordance with Federal and State Medicaid rules and statutes. • Design decision processes and models. • Coordinate or lead planning initiatives; develop process and procedures for agency strategic planning; consult with senior management and program managers on the strategic planning process and methods. • Lead and facilitate planning meetings with cross-functional and interdisciplinary teams to arrive at organizational improvements.
25%	N	E	**Project Management:** • Conduct research on current operational processes, identify pain points, and assess potential risks related to program. • Support operational improvement of projects aimed at enhancing and expanding School Based Services program. Example: research and recommend whether program would be more efficient if all schools use the same electronic student record software. • Facilitate project coordination to encourage involvement of team members and internal partners. Assist in monitoring project budget, schedule, and performance. Help identify potential risks and suggest mitigation strategies. Participate in quality assurance processes for project deliverables. • Engage with business partners to collect initial business requirements. • Draft preliminary statements of work for contractors based on gathered requirements. • Assist in the process of obtaining bids from contractors and contribute to the evaluation of received bids but participating in procurement meetings, and developing statements of Work. • Support the administration of project contracts and assist in monitoring contractor performance. Document and elevate to project team. Suggest mitigation actions to address gaps and risks. • Ensure contracts promote and ensure OHA's health equity definition and are written in a way that contractors provide equitable services to people in Oregon most impacted by health inequities.
5%	N	E	**Other duties as assigned**

SECTION 4. WORKING CONDITIONS

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a. Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The person in this position will work a professional work week, Monday through Friday. Some evening and/or weekend work may be required.

The job requires frequent preparation, presentation, and/or response to technical and professional material against assigned deadlines. Workload and priorities fluctuate and can involve highly complicated, sensitive, and/or political issues. May experience stressful situations due to unchangeable project and program timelines. This position is a professional collaborative position and positive, productive, and respectful engagement with Division leadership, staff, and subject matter experts within the agency is key to success.

Occasional local and in-state travel is required. Occasional out-of-state travel may be required.

This work may be performed remotely (unless the agency's business and operational needs require in-person) within the defined workweek, utilizing on camera virtual meetings.

Open office environment or virtual environment with frequent interruptions while working on multiple projects simultaneously. Continuous use of computer and communication devices/ applications. Multiple communication streams including email, instant message, and cell phone. These are daily conditions.

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:

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

Oregon Revised Statues

Oregon Administrative Rules

OHA/ODHS Policies

OHA/Coordinated Care Organization Contracts

State laws, rules, and contract requirements relating to Medicaid services

OHA/ODHS Human Resource policies and procedures

Oregon Department of Administrative Services (DAS) policies and procedures

Departmental and office policies and procedures

Collective Bargaining Agreement

Local requirements as appropriate

Trauma Informed Approaches

Organizational Effectiveness strategies

Continuous Improvement strategies

b. How are these guidelines used?

- As parameters and reference to demonstrate knowledge and build expertise that contributes to the ability to consult and act as a liaison with leadership and staff in shaping, defining and prioritizing activities and priorities.
- The work of OHA is governed and administered within the context of these laws, rules and policies.
- These guidelines provide basic data for ongoing management and establishing, monitoring, and coordinating program policies and procedures for the assigned programs within the legislatively approved budget.

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?
OHA, OIS and ODHS staff; other state agencies as relevant	Virtual meetings, email, phone, in-person	Obtain and/or convey information, coordinate, consult or manage projects; provide consultative advice on data collection, governance and systems requirements	Daily
Consumers and persons with lived experience	Virtual meetings, email, phone, in-person	Listen to identify opportunities to improve services and programs, and create opportunities for community-directed programs	Weekly as needed
Staff from Federal agencies or programs	Virtual meetings, email, phone, in-person	Discuss cooperate and complementary efforts and programs in effort to work collaboratively, respond to information requests and compliance audits, provide consultation and technical assistance	Monthly as needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

The decisions in this position require a moderate degree of critical, and analytical thinking. At all times, the person in this position will:

- Always determine the impact of programs, policies, operations, budgets, and all other aspects of the program on health equity.
- Ensure decisions prioritize the equitable distribution or redistribution of resources and power and recognize, reconcile and rectify historical and contemporary injustices.

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
		Virtually, In person, Phone, Email, written form	Daily to Weekly, and as needed	Communicate updates on progress of major tasks and projects; Discuss and review goals, performance, expectations and training needs; Promote problem-solving and solution-seeking

SECTION 9. OVERSIGHT FUNCTIONS

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

How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ 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.

Do not require any formal licenses and certifications unless necessary. Be willing to train and invest in hiring candidates that align with our agency's values, rather than prioritizing formal training and education.

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- Demonstrated success in supporting or managing program improvement.
- Able to work collaboratively and foster collaboration amongst team members at all levels.
- Experience in project management for cross divisional projects.
- Experience in Medicaid policy or program, or knowledge of health services provided in school settings.

- Experience working in a cross-functional role with many partners, priorities, and active streams of work.
- Excellent verbal and written communication skills with the ability to communicate at all organizational levels.
- Skill to prepare and present technical and policy material and issues to non-specialists.
- Skill to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards.

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 Oct 6, 2026

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