



**STATE OF OREGON  
Oregon Health Authority (OHA)  
POSITION DESCRIPTION**

**Position Revised Date:**  
04.01.25

**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 and Policy Analyst 3  
b. Classification No: C0872 c. Effective Date: 6/24/2025  
d. Position No: 1016618  
e. Working Title: Program Implementation Strategist  
f. Agency No: 44300  
g. Section Title: Behavioral Health – Out-Patient Strategic Initiatives  
h. Employee Name: Vacant  
i. Work Location (City — County): Portland Five Oak  
j. Supervisor Name: Kirsten Brown  
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 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.

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.

**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 purpose of this position is to provide leadership, development, implementation and accountability of Behavioral Health programs for young adults and support the veterans behavioral health lead strategist in their work. This position is imbedded in the out patient and strategic initiatives unit support connection with other behavioral health initiatives within OHA, cross-divisional policy and coordination with other strategic initiatives. The position may take on additional system and service development projects as assigned. The person will handle complex and potentially controversial agency decisions related to young adult services, and will routinely represent the agency in dealings with vendors, public and private sector

organizations, businesses, legislature and advocacy or special interest groups. Projects assigned to this position are often pilots and require strategic thinking and planning to develop a template for statewide expansion.

The person in this position may manage large and complex contracts that blend multiple funding streams, possibly including federal funding that has separate contracting and reporting requirements. The person in this position is responsible for contract accountability and success. Such work may include corrective action planning or repayment planning with providers.

#### Contract Administrator:

Under general supervision, prepares, negotiates, administers, and audits assigned contracts; drafts, updates, and maintains a variety of procurement documentation; participates in developing procurement strategies and schedules; maintains compliance with contracting standards and regulations governing public agency contracts; liaises with OHA departments and external parties regarding various contracting matters; and performs other duties as required.

The person in this position will exercise independent decision-making authority to plan, design and direct behavioral health regulations, policies and priorities. This includes assuring that state and local planning processes are conducted as authorized by state statutes and federal regulations. The person in this position will identify system performance and system development needs, including administrative, legislative and funding changes to improve the effectiveness of services. The employee will handle complex and potentially controversial agency decisions and will routinely represent the agency in dealings with other state agencies, public and private sector organizations, businesses, and advocacy or special interest groups.

### 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	<ul style="list-style-type: none"> <li>Consistently treat consumers, interested partners, vendors, and co-workers with dignity and respect. Creates and maintains a work environment that is respectful and accepting of diversity. Sets clear guidelines and models expected office professional behaviors. Establishes and maintains clear methods for reporting inappropriate actions.</li> </ul>
50%		E	<ul style="list-style-type: none"> <li>Identify and create opportunities for strategic initiatives improvements and development of behavioral health services that are responsive to the needs Oregonians with a focus on young adults</li> <li>Collaborate with state and other and non-government agencies to address gaps and barriers.</li> <li>Coordinate with current providers to review existing rules and recommendations</li> <li>Establish processes and meetings for cross-agency feedback to ensure coordination when transitions occur.</li> <li>Engage in consolidated community engagement feedback to establish new Oregon Administrative Rule drafts</li> <li>Work with rule coordinators to establish Rule Advisory Committees and finalize rules for publishing</li> </ul>

			<ul style="list-style-type: none"> <li>• Develop long range plans, goals, objectives, and milestones that integrate young adults and transition services and systems into existing mental health treatment services and supports within the OHA.</li> <li>• Evaluate program, service, and system effectiveness for young adults with mental health challenges and disparities. Prepare reports that analyze and summarize outcomes.</li> <li>• Address contractual and partnership concerns and conflicts as they arise.</li> <li>• Work with grant funded project partners to address concerns and system/implementation challenges</li> </ul>
30%		E	Design systems to implement changes in legislation. Coordinate the writing or write reports outlining impact of legislative proposals on agency operations. Monitor federal or state legislation and evaluate for programmatic impact; plan needed changes in operations and procedures.
20%		E	At Management's request, facilitates grant projects, special studies, projects, task forces, or meetings; prepares reports and associated correspondence; reviews and analyzes plans, proposals, applications, budgets, legislations; participates in projects of other state and local agencies; and performs other tasks as may be indicated.
15%		E	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.**

Occasional overtime may be required in the evenings or weekends to assist in meeting critical office deadlines. Must be able to respond effectively to verbal instruction and cope with frequent interruptions. Overnight travel throughout the state is required from time to time. Frequent contact and work with a variety of professional staff in a variety of office, virtual and meeting room settings is expected. You must have a valid driver's license with an acceptable driving record. If not, you must be able to provide an alternate method of transportation. Telecommuting, work from home, and flexible schedule supported.

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

Accreditation standards for synthetic opiate treatment programs as specified by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and Commission on Accreditation of Rehabilitation Facilities (CARF).

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

Departmental and office policies and procedures;

Local requirements as appropriate.

**b. How are these guidelines used?**

The laws, rules, policies, and procedures, together with heavy reliance on data, literature, and local provider input, define and continually update the scope and the detail of alcohol and other drug systems, requirements, and services.

## 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?
State and Federal Agencies	Phone, meetings, mail, in-person	Discuss cooperative and complementary efforts and programs; act as liaison to federal and state partners in an effort to work collaboratively. Provide consultation and technical assistance.	Daily
Treatment/Prevention Service Providers and professionals	Phone, meetings, mail, in person	Provide technical assistance, discuss revisions to state plan and need for local tailoring. Outcome evaluation	Daily
General Public	Phone, meetings, mail, in person	Respond to questions/concerns and outline/encourage support for effective local treatment and prevention services	Monthly
Members of the Media and State Legislators	Phone, meetings, mail, in person	Respond to requests and provide information on the needs/breadth/quality of treatment and prevention service programs. Provide consultation and technical assistance	Monthly

Health Service Managers	Phone, meetings, mail, in person	Policy, procedures, and system recommendations	Daily
HSD and OHA Staff	Phone, meetings, mail, in person	Policy, procedure, and system recommendations	Daily
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

## SECTION 7. POSITION-RELATED DECISION MAKING

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

\*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.

\* Decides how to present complex information on behalf of OHA; information used to develop reports to the legislature regarding alcohol and drug treatment systems. These systems are highly complicated and involve sensitive and controversial components.

\* Responsible for managing and developing policy that guides the implementation of pilot and other programs.

\* Develops plan for use of agency resources to provide training and technical assistance for program implementation. Failure to provide adequate support could impede the delivery of program services.

## 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
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Behavioral Health Policy Manager 2	1003610	Manager reviews work activities, written correspondence and reports	Weekly or as needed.	For information sharing, workload organization, identifying priorities, and providing feedback on job performance.

## 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?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                      |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                       |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                          |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations    |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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.**

Experience with substance use disorder treatment, prevention, and/or policy preferred. Veterans or people with family military experience desirable.

**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

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Employee Signature

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Date

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Supervisor Signature

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Date

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Appointing Authority Signature

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Date