



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
11.21.24

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 3
- b. Classification No: C0872 c. Effective Date: _____
- d. Position No: 1021236
- e. Working Title: Problem Gambling Treatment Specialist
- f. Agency No: 44300
- g. Section Title: Adult Behavioral Health
- h. Employee Name: Vacant
- i. Work Location (City — County): Salem/Marion or 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 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.

The Behavioral Health Division is comprised of the functions of operations policy, service data reporting, administration, and special projects. This division is responsible for the design, development, implementation, monitoring, and maintenance of Medicaid and non-Medicaid (indigent) behavioral health service programs, to comply with state and federal regulations. Staff provide oversight and direction in the areas of substance use disorders, mental health, residential, older adults’ behavioral health, forensic mental health, integrated co-occurring disorder services, problem gambling, peer delivered services, housing for people with behavioral health needs, and the DUII System.

In addition, staff provide legislative analysis and administrative rule process and coordination. The Behavioral Health Division performs analysis that serves as management information to inform decisions

regarding the implementation and operation of health care programs within the Oregon Health Authority. The research and analysis performed by this section is focused on translating strategic policy direction into programs and services that are ready for providers to implement and members to access.

This position will be working closely with the Behavioral Health Division staff and focusing efforts on analysis and program development of Oregon's Problem Gambling Treatment System (PGS).

Oregon's Problem Gambling Services are guided by a public health paradigm and approach that takes into consideration biological, behavioral, economic, cultural, and policy determinants influencing gambling and health. It incorporates prevention, harm reduction and multiple levels of treatment by placing emphasis on quality of life issues for those who gamble, their families, and communities. By appreciating the multiple dimensions of gambling, Oregon's Problem Gambling Services incorporates strategies that minimize gambling's negative impacts while recognizing the reality of gambling's availability, cultural acceptance, and economic appeal. This program has a biennial budget of \$16 million dollars (1% of lottery net revenue).

An estimated 81,800 adult Oregonians have problems with gambling (2.6%) along with approximately 4,000 Oregon adolescents. Gambling disorder carries widespread physical, social and financial consequences for individuals, their families and communities. These preventable problems result in millions of dollars each year spent on health care, legal/criminal justice and social/public assistance systems. In addition to these measureable costs, the human costs are immeasurable.

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, coordination, consultative advice, planning, policy and program development recommendations, and evaluation and oversight to a statewide problem gambling treatment services delivery system. The person in this position focuses specifically on development of problem gambling treatment program services through program improvement plans, establishment of policy and procedures, evaluation of program outputs and outcomes, and development of new methods or standards that guides program operations within specialized programs serving local communities.

This position is responsible for setting standards, directing projects, determining program priorities and direction, developing systems, providing technical assistance to local program directors and staff, providing workforce development opportunities, developing key and strategic partnerships and liaisons on a statewide level. This position will handle complex and potentially controversial agency decisions and will routinely represent the agency in dealing with other state agencies, public and private sector organizations, businesses, and advocacy and special interest groups related to consultation, development, funding and monitoring of problem gambling treatment or other related programs. This position makes recommendations for budget development, tracks legislative bills and provides legislative analysis as it relates to problem gambling treatment, determines program priorities and will exercise independent judgement, consulting with management as needed.

Internally, the position requires extensive partnership, collaboration and program design with colleagues from the Behavioral Health Division and Medicaid Division. This position will represent the Behavioral Health Division in this cross-divisional work and be astute at determining when additional leadership is required.

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	Consistently treats customers, stakeholders, 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.
35%	R	E	<p>Policy Analysis/Program Development:</p> <ul style="list-style-type: none"> • Identify new policy and program needs and develop and implement new policy information related to problem gambling treatment. • 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 development and sustainability of problem gambling treatment programs. • Manage and evaluate program policy and operations. Formulate policy and design operational systems to support policy direction. Advise agency management on benefits of different policy options. Write or revise policy to mitigate operational risks. • Research current trends in field and formulate policies to support philosophy or changes in practice. • Develop, implement, and maintain structured technical assistance/support program. Provides and develops training, materials, and technical assistance to communicate with stakeholders on subject matter/program best practices. • Maintain resource directories and guides for connecting people to OHA supports and systems. • Initiate and monitor training programs and develop plans for evaluating effectiveness.

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20%	R	E	<p>Project/Program Management</p> <ul style="list-style-type: none"> • Plan operational improvement projects and comprehensive research studies; identify project scope, required training and resources. Recommend project budget and spending plan. • Identify potential risks and difficulties, and design strategies to mitigate or avoid them. Recommend changes to project plan in response to unforeseen changes or unexpected results. • Contract administrator: 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. • Verify, monitor and track project deliverables, budget, schedule and performance, coordinate project activities with internal teams and stakeholders. •
25%	R	E	<p>Interagency/External Collaboration:</p> <ul style="list-style-type: none"> • Represents the agency at statewide, regional, or national meetings. • Balances complex issues and competing interests. Maintains positive working relationships with a variety of system partners. • Initiates contact with agency representatives and responds to invitations to lead or participate in interagency workgroups, task forces, committees, and other collaborative projects. <ul style="list-style-type: none"> ○ Provides technical assistance to local government and community providers so they may expand existing services and develop infrastructure for problem gambling treatment services
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15%	R	E	<p>Operational Research & Evaluation</p> <ul style="list-style-type: none"> • Evaluate programs, services, systems for effectiveness; establish criteria to identify and measure program effectiveness; develop methods to improve operations or develop new approaches to program evaluation.

			<ul style="list-style-type: none"> • Design and oversee the collection of data for organizational surveys; analyze data, evaluate findings and recommend policy and operational changes. • Establish and implement procedures to verify data quality and research results. • Follow research literature, national and state trends pertinent to the position's area of focus. • Work with information systems staff to plan, design and implement new or enhanced information systems. •
5%	NC	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.

The job requires frequent preparation and/or presentation of technical and professional material against assigned deadlines. Occasional overtime may be required in the evenings or weekends to assist in meeting critical office deadlines. Frequent contact and work with a variety of clinical and professional staff in a variety of office, virtual and meeting room settings is expected. Must be able to respond effectively to verbal instruction, cope with frequent interruptions and moderate noise level. Overnight travel throughout the state is required from time to time. Travel is often at the request of local partners and may not be according to the employee's preferred schedule. 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. Work requires identifying and coordinating delivery of optimum community-based services for people from a system that is currently at maximum capacity. Remote work available and 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, substance use disorder and problem gambling services.

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

State laws, rules and contractual requirements related to Medicaid services.

American Society of Addiction Medicine Patient Placement Criteria, 2nd Ed. Revised (ASAM, PPC 2-R).

Diagnostic and Statistical Manual of Mental Disorders fifth edition (DSM 5).or more current edition

International Classification of Diseases (ICD-10) or most current edition.

County Financial Assistance Agreements/Service Element- Contractual language.

Quality Assurance Protocols.

National and state confidentiality and privacy guidelines such as HIPAA and 42 CFR privacy rules.

Contact with state data systems for which data dictionaries, procedures and policies exist.

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 behavioral health treatment systems, requirements, and services. Interpretation of statutes, rules and policies impacts the implementation and monitoring of programs. The position assesses program performance in relation to these standards and identifies deficiencies and corrective action requirements in accordance with criteria established by these standards.

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
BHD and OHA Staff	Virtually, telephone, in person, email	Consultation, related programmatic impacts, policy, procedures and system recommendations.	Daily
State and federal agencies, Governor's office	Virtually, telephone, in person, email	Information sharing, 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 Service Providers and professionals	Virtually, telephone, in person, email	Provide technical assistance, discuss revision to state and provider plans and need for local tailoring. Outcome evaluation	Several times a month
General Public	Virtually, telephone, in person, email	Respond to questions/concerns and outline/encourage support for effective local treatment, intervention, postvention and prevention services	Several times a month
Media and State Legislator	Virtually, telephone, in person, email	Respond to requests and provide information on the needs/quality of treatment and prevention service programs. Provide consultation and technical assistance	As assigned

Research and Evaluators	Virtually, telephone, in person, email	Review and interpret data, plan special studies and prepare informational presentations	Daily
Health Service Managers	Virtually, telephone, in person, email	Policy, procedures, and system recommendations	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

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.

This position provides technical assistance and guidance to direct contracted service providers, Community Mental Health Program, Oregon Health Plan, advocacy organizations, and community-based organizations. The person in the position may recommend action for program development and implementation methods, and action for funding or non-funding of programs and program modification. Recommendation may become policy or action items.

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	Assigns tasks and reviews work through periodic weekly or monthly contact.	Weekly/Monthly	Work is reviewed for information sharing, workload organization, specifying priorities, and providing feedback related to 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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards

- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

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

Federal, state, local laws, rules, policies, plans, and funding requirements related to treatment of gambling disorder. Knowledge of health care delivery systems. Periodic in state travel and occasional out of state travel.

Problem Gambling Program positions must have specific technical knowledge as it relates to problem gambling service systems and programs. They must be able to analyze research and cost literature as it specifically relates to gambling disorder treatment practices and strategies in a variety of settings and apply this research to the program and services developed throughout Oregon.

Preference for:

Advanced degree in a behavioral health field or public health field.

Extensive knowledge of public health and behavioral health principles..

Skill in writing and analyzing general, statistical and technical reports.

Skill in presenting and defending data, research and administrative studies.

Professional subject matter expertise in gambling disorder treatment.

Public policy issues related to gambling disorder treatment.

Professional subject matter expertise in co-occurring disorders.

Experience in programs or organizations and activities that integrated co-occurring disorders.

Lived experience with ehavioral health issues.

The person in this positon must understand the full continuum of behavioral health care, with specific understanding of the cross section between mental health, substance use disorder, gambling disorder, and systemic racism.

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
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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