

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.

This position will sit in the Behavioral Health Division’s Office of Service Delivery. The Office of Service Delivery is responsible for managing and providing oversight over many of the Behavioral Health Division’s largest behavioral health programs and initiatives, including those

that focus on children, youth and families; forensic populations; people with complex needs; older adults; veterans; outpatient mental health and substance use disorder treatment; housing; residential treatment; and crisis services. The unit manages state and federal grants and contracts and is involved in many cross-division and cross-agency efforts to advance shared goals, such as expanding access to community-based services and developing and implementing mental health and substance use prevention strategies.

This position will serve as a lead policy analyst on a new team whose primary focus is to ensure that the Behavioral Health Division successfully tracks and executes all tasks, initiatives and compliance activities related to an ongoing federal lawsuit, known as the Mink Bowman case. The Mink Bowman case is a consolidated federal court case concerning the timely admission of people who are court ordered to receive services at the Oregon State Hospital (OSH) because they have been found to be unable to aid and assist in their own defense. Since 2021, OHA and OSH have been working with a court-appointed expert to implement a range of initiatives and strategies to improve the timeliness of admissions to, and discharges from, the State hospital, in addition to improving access to community-based services for the Aid and Assist population. Many of these initiatives support, and intersect with, OHA's goals to eliminate health inequities for populations who have faced historical and contemporary injustices.

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:

This position serves as the lead policy analyst and primary subject matter expert for the Mink Bowman case and related initiatives. This position directly supports the Mink Bowman manager by conducting complex policy and program analyses, developing policy and program strategic recommendations, and ensuring that all Mink Bowman initiatives are aligned with, and advance, the Behavioral Health Division's and OHA's broader strategic goals.

Key responsibilities include:

- Serve as the primary subject matter expert for Mink Bowman case.
- Support the Mink Bowman Policy Manager with developing and executing strategy to integrate Mink Bowman work with OHA goals and priorities.
- Proactively monitor local, state and federal policy changes and identify impacts on OHA and Mink Bowman work.
- Review legislative concepts and bills and assess potential impacts on the Mink Bowman case.
- Study programs and policy initiatives in other states that demonstrably improve outcomes for forensic population and make recommendations for implementing these programs and initiatives in Oregon.
- Collect, analyze and use data to inform decision-making.
- Produce high quality deliverables, including memos, briefs, presentations, and data visualizations which communicate the progress and impact of Mink Bowman initiatives to a wide variety of audiences.

- Ensure that agency presentations, reports and other deliverables are developed with a comprehensive and current understanding of the Mink Bowman project.
- Foster relationships within OHA and other state agencies to ensure successful execution of shared responsibilities.
- Engage internal and external partners to understand challenges, needs and opportunities for improving services and supports for forensic populations.

Position Performance Objectives:

Ensure steady, measurable progress of all projects under their purview, removing barriers and elevating appropriately to supervisor and leadership.

Center community engagement in all phases of project planning and implementation, ensuring decisions reflect the needs and experiences of individuals and communities affected by the forensic behavioral health system.

Facilitate conversations through the thoughtful use of equity-centered techniques to ensure group collaboration and joint decision-making.

Monitor project timelines and deliverables to ensure commitments are met and outcomes align with agency expectations.

Identify opportunities for process improvement and promptly notify appropriate staff or leadership for follow-up and resolution.

Maintain a clear understanding of all project related compliance regulations and ensure compliance is met and documentation is complete.

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			<p>Align Conduct with OHA’s Values and 2030 Strategic Goal</p> <ul style="list-style-type: none"> • 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

			<p>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.</p> <ul style="list-style-type: none"> • 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
50%		E	<p>Policy Analysis and Development:</p> <ul style="list-style-type: none"> • Conduct complex research and analysis of emerging trends, such as readmission and recidivism trends, best practices, and operational models used in other states through monitoring of trends on the RTP list and monitoring the Court monitor recommendations, actions, and strategies to improve s Monitor and develop incomplete or conflicting data, including resolving differences between Court Monitor recommendations and program initiatives, working with OHA/OSH partners to resolve data gaps in weekly reporting. Develop new information, using literature reviews, data analysis, and environmental scans to synthesize findings into actionable policy recommendations. • Formulate policies and recommend legislative, regulatory and/or programmatic changes to improve access, outcomes, and equity for individuals at risk of, or involved in, the criminal legal system. Weigh competing operational priorities, statutory requirements, and equity impacts to propose strategies that advance statewide behavioral health goals. • Use qualitative and quantitative data, including

			<p>datasets with limited reliability or clarity, to evaluate program effectiveness, identify systemic barriers (including residential capacity, siloed systems and fragmented care, discharge, and transition barriers), and guide the development of new operational approaches. Data sets that are used include OSH admissions and discharge data, GEI focused OSH data, Aid and Assist timelines, residential capacity data, OSH Forensic Evaluation Service data, NWRRC Census and admissions data. Translate analytical findings into policy adjustments and long range planning recommendations.</p> <ul style="list-style-type: none">• Provide consultative advice to senior leadership on policy options, including analysis of operational risks, anticipated political or public response, and implications for health equity. Draft, revise, and interpret agency policy to mitigate long term system risks and support compliance with Mink Bowman requirements.• Attend high visibility weekly Mink Bowman meetings, including ones with agency leadership, Court Monitor, and the Department of Justice (DOJ).and take comprehensive notes, also noting action items. Represent OHA at statewide, regional, and national meetings as a subject matter expert on forensic behavioral health and the Mink Bowman case. Communicate complex policy and operational issues to varied audiences and facilitate alignment across partners. This position will have the authority to relay approved leadership decisions when representing OHA.• Produce high quality, data informed deliverables, including dashboards, reports, briefs, memos, and strategic presentations that convey the impact, progress, and system implications of Mink Bowman initiatives. Key deliverables that will be produced include data dashboards, strategic presentations, program descriptions, and supporting documents. Ensure materials incorporate current research, cross agency input, and equity centered framing. There are existing templates for all the key deliverables and primary audiences include OHA, BHD, OSH, Court Monitor, Agency Leadership, and DOJ.
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15%	E	<p>Partner Engagement</p> <ul style="list-style-type: none"> • Collaborate with internal and external partners, including OSH, DOJ, Governor’s Office, and Mink Bowman Court Monitor, to increase transparency, shared understanding, and accessibility of OHA’s Mink Bowman initiatives and any associated data on impact. Transparency includes consistent data dashboards, comprehensive notes from key priority meetings, and project focused presentations. • Proactively engage agency programs, state partners, providers, advocates, and people with lived experience to identify and address challenges, needs, and opportunities for improvement across the forensic behavioral health system. • Navigate complex, sensitive, and often competing interests across systems. Maintain effective, trust-based working relationships that support long range policy and operational solutions. An example of competing interests is the difference between the recommendations of the Mink Bowman Court Monitor and those of the BHD or OSH teams. This position has the authority to recommend the convening of internal partners and to identify solutions to conflict. This position is not the decision maker, but would track identified options, decisions made, and next steps. • Initiate and lead engagement with representatives from OHA, the Oregon State Hospital, Medicaid, the Department of Justice, Governor’s Office, local jurisdictions, and other partners. Attend interagency meetings that are ongoing and ad hoc. Ongoing groups include weekly meetings with the Court Monitor and interagency leadership meetings. Ad hoc groups include recommendation and project focused interagency meetings. Lead these meetings approximately 30% of the time. Represent OHA in interagency workgroups, task forces, committees, and other collaborative projects that influence policy, operational practices, and implementation of Mink Bowman requirements.
10%	E	<p>Project Management</p> <ul style="list-style-type: none"> • Work collaboratively with Mink Bowman Manager and Mink Bowman Project Manager to plan complex operational improvement projects and research initiatives aimed at improving access to care for individuals involved in, or at risk of involvement in the criminal legal system. Operational improvement

			<p>projects include monthly Court Monitor reporting, full scope of Mink coordination / project management, review / approvals, communications, and responsiveness. Tools used in project management include Smartsheet, dashboards, and Microsoft Teams. Identify project scope, required training, and resources. Offer recommendations regarding scope that leadership will review and approve.</p> <ul style="list-style-type: none"> • Anticipate potential risks, barriers, and operational constraints across clinical, legal, and community systems. Risks are mainly associated with deliverable due dates and meeting court mandated due dates related to Mink Bowman recommendations. The risks are documented on a weekly presentation and communicated to both BHD leadership and DOJ. Develop and recommend mitigation strategies, and adjust project plans in response to emerging data, unforeseen developments, or changes in court, legislative, or agency direction. Mitigation strategies are co-developed with DOJ, BHD leadership, project teams, and analyst. • Verify, monitor, and track project deliverables, timelines, budgets, schedules, and performance metrics. Deliverable metrics are established in agreement with the Mink Bowmen court monitor, project leads, and DOJ. Updates related to deliverables and timelines are provided on a weekly basis internally to BHD leadership and monthly to external parties including the Court Monitor, DOJ, presiding Judge, and the public. Performance metrics are established by BHD leadership and internal teams. Coordinate project activities across internal teams, contractors, and cross agency partners to ensure alignment, execution, and high quality outcomes. Coordinated with teams under the Behavioral Health Division, teams within OHA DO, BHD, OSH, and DOJ attorneys. How to coordinate with the various parties to complete projects, assignments, etcetera, will be left up to this position under the guidance of their managers. The projects themselves will be approved by leadership but run under this position.
15%		E	<p>Legislative Coordination</p> <ul style="list-style-type: none"> • Monitor federal or state legislation related to forensic behavioral health diversion services to initiate and coordinate legislative changes to support policy options. Design systems to track and implement changes in legislation. Assess

			<p>potential fiscal, operational, equity, and programmatic impacts on OHA and the implementation of Mink Bowman requirements.</p> <ul style="list-style-type: none"> • Evaluate legislation affecting agency forensic programming for fiscal and programmatic impact. Develop and recommend legislative concepts in collaboration with internal staff and external partners. • Translate enacted legislation, court orders, and regulatory changes into operational policies, program goals, and implementation plans. Work with agency leadership and partners to design systems and procedures required to meet new statutory obligations. • Research and prepare background information on legislative proposals for use by executive management; recommend agency position. Translate legislation into program goals, actions and service plans. Provide expert consultation to leadership on agency positions and recommended actions.
10%		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. Some evening and/or weekend work is required. Frequent contact and work with a variety of clinical and professional staff in a variety of office, virtual and meeting room settings is expected. Work requires identifying and coordinating delivery of optimum community-based services for people from a system that is currently at maximum capacity.

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 Medicaid services, behavioral health, alcohol and other drug treatment plans and services, including:

- 42 CFR Part 482 – Conditions of Participation for Hospitals (relevant to psychiatric hospital standards).
- 42 CFR Part 438 – Managed Care regulations, including behavioral health services under Medicaid.
- Americans with Disabilities Act (ADA) – Ensures equitable access and treatment for

individuals with mental illness.

Oregon Revised Statutes (ORS)

- ORS 161.370 – Governs procedures for individuals found unfit to proceed in criminal cases ("Aid and Assist").
- ORS 137.700 – Defines "violent felony" for restoration timelines under the Mink Bowman rulings.
- ORS 430.010 to 430.955 – Covers behavioral health services, including mental health and substance use disorder treatment.
- ORS 413.042 – Establishes the authority of OHA to administer behavioral health programs.
- ORS 419B.005 – Defines child abuse, relevant for behavioral health services involving minors.

Oregon Administrative Rules (OAR)

- OAR Chapter 309 – Behavioral Health Services Rules administered by OHA's Health Systems Division:
 - Division 19 (OAR 309-019-0100 to 0220) – Outpatient Behavioral Health Services.
 - Division 014 – Community Mental Health Programs.
 - Division 015 & 016 – Residential and acute psychiatric services.
- OAR Chapter 943 – Rules governing OHA operations and behavioral health oversight.
- OAR 410-120-0000 to 1980 – Oregon Health Plan general rules, including behavioral health billing and service delivery.

State Policies and Legal Precedents

- Mink v. Oregon (2002) – Federal court ruling requiring the Oregon State Hospital (OSH) to admit individuals under Aid and Assist orders within 7 days.
- Bowman v. Matteucci (2021) – Extended Mink requirements to individuals under GEI (Guilty Except for Insanity) orders.
- Mosman Order (2022) – Set restoration time limits for Aid and Assist patients (e.g., 90 days for misdemeanors, 6–12 months for felonies).
- OHA Strategic Plan (2024–2027) – Guides all agency activities, including equity, access, and accountability.
- Behavioral Health Strategic Pillars – Focus on housing, crisis response (988), workforce, and infrastructure.

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 requirements of Medicaid and Behavioral health programs and services. These guidelines are used to help determine appropriate utilization of project management resources for efficient implementation.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

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	Identify opportunities to improve services and programs to create a simple, meaningful and responsive system.	Weekly
State Agencies and Divisions, including Oregon State Hospital, Medicaid, Health Policy and Analytics, Department of Justice	Virtually, telephone, in person, email	Serve as subject matter expert for Mink Bowman, foster relationships, collaborate on shared deliverables and policy, program and operational improvements.	Daily
Division Leadership	Virtually, telephone, in person, email	Respond to questions, provide status updates, make recommendations on policy, procedures, and system improvements.	Daily
Mink Bowman Court Monitor	Virtually, telephone, email	As directed by the Mink Bowman manager, respond to questions, provide status updates, execute requests, make recommendations.	Several times per week
Governor's Office	Virtually, telephone, email	As directed by the Mink Bowman manager, respond to questions, provide status updates, make recommendations on policy, procedures, and system improvements.	Weekly
External Partners, including providers, city/county officials, and advocacy groups.	Virtually, telephone, in person, email	As directed by Mink Bowman Manager, respond to requests for information and questions regarding OHA's management of Mink Bowman activities.	Weekly
General Public	Virtually, telephone, in person, email	As directed by Mink Bowman Manager, respond to requests for information and questions regarding OHA's management of Mink Bowman activities.	Weekly

SECTION 7. POSITION-RELATED DECISION MAKING

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

- Decides how to present complex information on behalf of OHA; information used to develop reports to the legislature regarding behavioral health systems. These systems are highly complicated and involve sensitive and controversial components.
- Responsible for managing and developing policy that guides the implementation of the pilot 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.
- 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
BH Policy Manager 2	NBP	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.

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

The employee serves as a resource and expert for OHA in the area of forensic behavioral health treatment services. In this capacity the position serves as a link to a variety of Federal, State and local partners in the pursuit of the OHA goals. The employee leads and participates in appropriate task forces, committees, workgroups and advisory panels related to behavioral health policy and program development and implementation.

Education

- Undergraduate degree in public policy, public administration, health care, public health, human services or related field.
- Graduate degree in public policy, public administration, health services research, health care management or related field preferred.

Subject Matter Expertise

- Recent, relevant knowledge of the behavioral health delivery system, the justice system and services and supports needed for forensic populations.
- Knowledge and/or experience with Oregon's forensic system and the Mink Bowman Case is a plus.
- Knowledge and/or experience with forensic systems and similar court cases in other states is a plus.

Writing and Communication

- Demonstrated experience producing high-quality, clear and concise written deliverables to a wide range of audiences, including policymakers, senior leaders and the public.
- Experience with developing and delivering presentations to a range of audiences.

Collaboration and Partner Engagement

- Ability to navigate complex systems and influence policy and operational decisions across agencies.
- Strong facilitation and communication skills for engaging internal and external partners.
- Ability to integrate consumer voice and lived experience into program planning and decision-making.

Legislative and Budgetary Strategy

- Understanding of behavioral health funding mechanisms, including the Medicaid State Plan and federal match requirements.

Data-Informed Program Management

- Ability to translate data into visual formats and strategic insights for internal and external audiences.

