



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:

This position is:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Behavioral Health Division

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Operations & Policy Analyst 3 (OPA3)
b. Classification No: C0872 c. REPR Code: _____
d. Position No: TBD
e. Working Title: Community Restoration Evaluation Unit (CREU), Aid & Assist Policy Analyst
f. Agency No: 44300
g. Section Title: Aid and Assist and Community Restoration Evaluation Unit (CREU)
h. Employee Name: Vacant
i. Work Location (City — County): Portland — Multnomah County — Hybrid
j. Supervisor Name: TBD - CREU and Aid and Assist Manager
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative ☐ Computer
☒ 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 redistribution 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:

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

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Partnership:

- Working with partners and communities to protect and promote the health of all Oregonians
- Seeking, learning from, 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 and seek new and better ways to meet the needs of the people we serve with creativity, experience and openness.
- We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, ensuring our actions are upfront and visible.
- We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

Behavioral Health 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 Analytics, Medicaid, Public Health, and the Oregon State Hospital.

The Behavioral Health Division helps Oregonians achieve physical, mental and social well-being by providing access to health, mental health and addiction services and supports to meet the needs of Oregon's adults and children. We accomplish this through collaboration with individuals, their families, counties and other state agencies, providers, advocates and communities.

Unit/Program Description

The Community Restoration Evaluation Unit (CREU) is a specialized program within the Behavioral Health Division (BHD). The unit is responsible for managing Oregon's statewide system for court-ordered competency re-evaluations for individuals placed in community restoration under ORS 161. This includes oversight of evaluator workflows, case assignment, quality assurance, policy implementation, data reporting, and cross-system coordination with courts, jails, the Oregon State Hospital, Community Mental Health Programs (CMHPs), Coordinated Care Organizations (CCOs), Tribal partners, and community restoration providers.

As part of BHD, CREU plays a central operational and policy role in Oregon's forensic behavioral health continuum. CREU supports BHD's broader mission by ensuring program fidelity, promoting integrated care, advancing court-ordered compliance initiatives, and providing consistent communication and oversight across diverse system partners.

The unit's work is closely tied to statewide mandates stemming from court orders and neutral expert recommendations that govern the delivery and timeliness of forensic services. CREU leads several critical initiatives to support this compliance framework, including:

- Enforcing court-driven timelines and restoration limits across the continuum to ensure that competency evaluations and restoration processes comply with legal requirements and support timely resolutions in the criminal legal system.
- Standardizing evaluator qualifications and report quality by implementing consistent statewide protocols, certification requirements, and quality assurance processes that enhance reliability, reduce delays, and support accurate court outcomes.
- Integrating discharge and community placement planning into the evaluation process so that every court-ordered evaluation includes guidance that accelerates transitions to the least-restrictive setting appropriate for each individual.
- Aligning policy and procedures with court-recommended compliance expectations, including the implementation of neutral expert recommendations, updated statutes, administrative rules, and judicially required performance metrics.
- Maintaining transparent data and reporting practices that provide courts, legislative partners, and OHA leadership with accurate, up-to-date information needed for decision-making and statewide operational accountability.

- Providing targeted workforce support, including evaluator training, supervision, technical assistance, and compliance coaching to strengthen the forensic evaluation workforce and ensure adherence to statewide standards.

Through these functions, CREU ensures that Oregon’s community-based forensic evaluation system operates with consistency, transparency, and accountability. The unit directly supports statewide goals of improved court compliance, reduced reliance on hospital-level care, strengthened community-based treatment options, and better outcomes for individuals with behavioral health needs involved with the criminal legal system.

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 position is to provide consultative, advanced operations and policy analysis that supports the Community Restoration Evaluation Unit (CREU) in meeting statutory and court-ordered requirements for community restoration competency evaluations. This position strengthens CREU’s ability to operate as a reliable statewide program by advising on operational systems, policy alignment, and long-range priorities that affect timeliness, consistency, and evaluation-related outcomes.

This position serves as a senior program and policy resource for significant program operations that affect BHD and a statewide behavioral health service structure by developing long-range plans, goals, objectives, implementation milestones, and policy recommendations; evaluating program effectiveness; and advising leadership on statutory, legislative, operational, and cross-system issues affecting community restoration evaluation services. This work supports the consistent, compliant, and sustainable statewide delivery of community restoration evaluation services.

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; 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. • Model 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.
20%	N	E	Policy Analysis/Development • Lead policy task forces composed of agency staff and community partners to address legislative or policy changes. • Evaluate statutes, legislative and executive intent, and operating procedures related to community restoration forensic evaluations and develop comprehensive assessments of their impact on agency operations. • Research current trends related to agency functions, formulating policy recommendations, and identify potential legislative changes to support agency practices. • Analyze policy proposals and advise agency leadership on recommended actions based on anticipated political considerations and public response. • Lead development and revision of CREU policies, procedures, and implementation frameworks to align community restoration evaluation operations with statutory

			requirements, court orders, BHD priorities, and statewide forensic behavioral health needs. • Develop policy options and decision materials for leadership by synthesizing legal, operational, clinical, fiscal, and community partner input and identifying implementation risks, trade-offs, and impacts across BHD and partner systems. • Evaluate the effect of proposed and enacted policy changes on evaluation timeliness, evaluator capacity, due process protections, reporting requirements, and cross-system workflows involving courts, Oregon State Hospital, Community Mental Health Programs, Coordinated Care Organizations, Tribal partners, and community restoration providers. • Recommend changes to administrative rules, operating guidance, and program standards to strengthen statewide consistency, reduce ambiguity, and support equitable access to timely community-based forensic evaluation services.
15%	N	E	Process and Quality Improvement • Develop new information and insights on the subject matter under study; establish criteria to evaluate program effectiveness; and create methods to improve operations or develop new approaches to program evaluation that may serve as precedents for others. • Design and implement processes that support systematic organizational improvement. • Design and oversee the collection of data for organizational studies or surveys, analyzing results, evaluating findings, and recommending policy or operational changes. • Design and strengthen CREU quality improvement frameworks that evaluate statewide program performance, legal and operational reliability, evaluator capacity, and the effectiveness of community restoration evaluation processes. • Establish program effectiveness criteria, performance measures, and analytic methods for assessing timeliness, quality, workflow efficiency, records sufficiency, report completion, and variation across jurisdictions or partner systems. • Analyze operational data, workflow failures, delay patterns, workflow issues, and partner barriers to identify root causes and develop recommendations that improve program

			outcomes and may serve as precedents for related BHD forensic operations. • Develop new tools, methods, and process standards that improve evaluation readiness, quality assurance, data interpretation, and organizational learning across CREU and connected Aid and Assist functions. • Present findings and recommendations to leadership to support strategic planning, operational redesign, policy development, and resource prioritization.
50%	N	E	Project Management • Direct statewide evaluation implementation by analyzing judicial orders, statutory timelines, due process requirements, and case flow data to determine program priorities, define required milestones, and strengthen operational processes that support timely completion and filing of court-ordered community restoration evaluations. • Lead over five statewide implementation projects for CREU, including development of project scope, objectives, milestones, deliverables, governance structures, risk mitigation strategies, and implementation sequencing for work that affects BHD and statewide external criminal legal system and behavioral health partners. • Direct major cross-system projects related to community restoration evaluation service delivery, including implementation of HB 2005 re-evaluation requirements, development of the formal community-based evaluation function recommended through court-monitor oversight, expansion of evaluator capacity, and redesign of workflows previously reliant on Oregon State Hospital Forensic Evaluation Services (FES). • Develop long-range plans, goals, objectives, and milestones for statewide CREU operations and evaluate whether projects are improving legal compliance, timeliness, service consistency, evaluator availability, and program effectiveness across jurisdictions. • Lead multi-partner project teams and workgroups composed of agency staff and community partners, including courts, Oregon State Hospital, Community Mental Health Programs, Coordinated Care Organizations, Tribal partners, local governments, community restoration providers, contracted evaluators, legal partners, and internal OHA divisions, to implement operational and policy changes reflected in CREU's statewide portfolio.

			• Design project charters, implementation plans, decision points, communication strategies, and accountability measures for complex initiatives with significant operational impact, and advise leadership on trade-offs involving scope, timing, legal risk, fiscal impact, and community partner response. • Evaluate project performance by analyzing milestone completion, implementation barriers, statutory timeline risks, jurisdictional variation, resource constraints, and outcome trends, and recommend corrective actions or strategic adjustments. • Develop and strengthen the operational procedures and policies that supports annual completion of 1000+ community restoration forensic evaluations, including business processes, reporting frameworks, quality assurance methods, implementation tools, and cross-system escalation pathways. • Prepare executive briefings, recommendations, and project summaries that explain project scope, statewide impact, duration, participating partners, implementation status, and recommended next actions for leadership review. • Guide project work related to evaluator contracting, onboarding readiness, quality assurance expectations, licensing or supervision barriers, and other operational dependencies that influence statewide evaluation capacity and continuity. • Lead implementation planning for projects with phased or multi-stage delivery and recommend how work should be prioritized to meet court expectations, statutory requirements, and BHD strategic goals.
5%	N	E	Legislative Coordination • Analyze and interpret proposed legislation relevant to Aid and Assist and community restoration; track impacts to CREU operations, timelines, and resource needs. • Direct legislative concept development by compiling background, drafting impact summaries, and preparing written materials for leadership review. • Translate enacted changes into operations by supporting updates to procedures, tracking tools, communications, and training materials.
5%	N	E	Contract Administration • Oversee procurement/contracting work by drafting statements of work, coordinating bids, and ensuring project

			activities follow applicable contracting guidance and timelines. • Administer CREU contracts for evaluators and related services by coordinating contract documentation, tracking deliverables, and supporting compliance with contract terms. • Coordinate with Fiscal Analyst 2 to ensure timeliness of invoicing and payment to support uninterrupted service delivery. • Track contract performance by documenting performance concerns, communicating with program staff and providers, and elevating issues for corrective action as needed.
5%	NC	E	Other Duties as assigned • Performs other duties as assigned to support division operations, organizational priorities, and emergent needs. This may include participating in special projects; providing subject-matter expertise for cross-agency initiatives; responding to urgent operational, legal, or policy issues; representing the division in meetings or workgroups; completing time-sensitive assignments during legislative sessions; and carrying out additional responsibilities necessary to ensure continuous, effective, and equitable functioning of the program and the Behavioral Health Division.

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 following are ongoing working conditions for the role:

- This position operates in a primarily remote office environment using a computer, phone, and videoconferencing platforms such as Teams or Zoom for most work tasks.
- In-person meetings or on-site work at OHA offices, courts, partner agencies, or community program locations may be required on an occasional basis.
- Travel within the state is occasionally required for meetings, hearings, presentations, collaboration with system partners, and engagement in statewide initiatives.
- Extended or irregular hours may be required, particularly during legislative sessions, public policy processes, and periods of high operational demand.
- Work requires prolonged periods of computer use, virtual meetings, and document review, occurring on a frequent to continuous basis. These tasks may involve ergonomic risks such as

eyestrain, repetitive-motion injuries, or muscle strain; employees are expected to follow established ergonomic guidelines to reduce risk.

- Work also requires frequent communication with internal and external partners, which may include navigating complex or adversarial discussions involving sensitive legal, clinical, or operational issues. Emotional stress may occur occasionally due to the nature of the work, including balancing competing partner expectations, responding to urgent system needs, and making decisions that impact public safety, legal processes, and service outcomes.
- This position may occasionally encounter situations requiring rapid problem-solving or high-stakes decision-making under time pressure, particularly in response to court orders, emergent service gaps, or litigation-related issues.
- Travel by car or state vehicle presents occasional risk consistent with highway travel. Visits to partner locations such as jails, courts, hospitals, or community treatment settings may involve rare exposure to heightened security environments or individuals experiencing behavioral health crises; risks are mitigated by adherence to agency safety protocols and partner-site procedures.
- The position is expected to maintain confidentiality in accordance with HIPAA, state and federal law, and OHA policies. Compliance with all OSHA safety guidelines, agency workplace policies, and state ergonomic and remote-work requirements is mandatory.

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:

This position applies federal, state, and agency guidelines to ensure all policies, operations, evaluations, contracts, financial practices, and staff supervision activities comply with legal and regulatory requirements.

Federal guidelines are used to ensure that confidentiality, nondiscrimination, accessibility, safety, and privacy standards are fully integrated into program policies, evaluator practices, data systems, contracting decisions, and operational procedures.

- Occupational Safety and Health Act (OSH Act) – General Duty Clause & Ergonomics
- Health Insurance Portability and Accountability Act (HIPAA)
- Americans with Disabilities Act (ADA) & ADA Amendments Act
- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- 2 CFR Part 2 – Confidentiality of Substance Use Disorder Patient Records

Oregon Administrative Rules and Agency guidelines are used to guide program operations, evaluator certification and practice standards, clinical supervision requirements, procurement procedures, contract administration, and compliance monitoring across all program areas.

- OAR 125-246-0555 – Contract Administration; General Provisions
- OAR 291-026-0050 – Contract Administration — General Provisions
- OAR 125-247 – Public Procurement of Supplies and Services
- OAR 877-020-0012 – Requirements of Supervision for Clinical Social Work Associates
- OAR 833-130-0050 – Licensed Professional Counselors/MFT Associate Supervisor
- OAR 309-019-0125 – Staff Qualifications & Clinical Supervision

- OAR 309-090-0000 et seq. – Forensic Mental Health Evaluators and Evaluations
- OAR 309-090-0010 – Forensic Certification Types and Requirements
- OAR Chapter 309 Division 90 – Forensic Mental Health Evaluators and Evaluations:
- OAR Chapter 309 Division 88 – Placement of Defendants Who Lack Fitness to Proceed:
- OAR Chapter 309 Divisions 33 – Civil Commitment
- Temporary Administrative Order Chapter 309-033-0222 (Reflects HB 2005 statutory updates)
- DAS Oregon Procurement Manual
- DAS Oregon Accounting Manual
- ORS 279A – Public Contracting: General Provisions
- ORS 279B – Public Contracting: Public Procurements
- ORS 291.047 – Public contract approval by Attorney General; exemptions
- ORS 161.365 & ORS 161.370 (Aid and Assist / Community Restoration)

OHA policies are used to ensure that the program's daily operations, privacy practices, financial activities, workforce practices, and decision-making processes align with agencywide expectations, regulatory obligations, and organizational priorities.

- All OHA policy requirements
- OHA Forensic Evaluator Certification Program Guidelines

BHD policies are used to set program direction, establish operational standards, implement strategic priorities, and ensure that Aid and Assist and CREU services are delivered consistently, equitably, and in alignment with division leadership goals.

- All Division policy requirements

b. How are these guidelines used?

The position uses these guidelines to (1) verify required steps and deadlines in judicial orders and related documentation; (2) develop and update procedures, workflows, templates, and tracking tools; (3) support contract administration, invoicing, and documentation practices; and (4) identify and elevate potential compliance risks, barriers, or process gaps that could delay evaluation completion or filing.

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".

Contact	Method	Purpose	Frequency
Oregon State Hospital Forensic Evaluation Services (OSH FES)	Virtual meetings, email, phone	Service transition and ongoing	As Needed

		consultation as needed	
Circuit and municipal court judges	Virtual hearings, meetings, email	Provide orders, records exchange, and report exchange	Monthly or as needed
Defense attorneys (Public Defenders / OPCD)	Virtual meetings, email, phone	Records exchange and case follow-up	As Needed
Prosecutors (District Attorneys)	Virtual meetings, email, phone	Records exchange and case follow-up	As Needed
County sheriffs and jail administrators	Virtual meetings, email, phone; occasional onsite visits	Custody status updates, records access, and logistics coordination	Monthly; onsite occasionally
Community Mental Health Programs (CMHPs)	Virtual meetings, email, phone; occasional in-person coordination	Case status coordination, service alignment, and End of Jurisdiction planning	Weekly to monthly
Coordinated Care Organizations (CCOs)	Virtual meetings, email, phone	System coordination to support timely service access	Monthly or as needed
Tribal governments and Tribal behavioral health programs	Virtual meetings, email, phone	Collaborate on legislative opportunities to improve forensic behavioral health services	Monthly or as needed
Community restoration service providers	Virtual meetings, email, phone; onsite provider visit	Service coordination, capacity monitoring, and issue resolution	Weekly
Forensic evaluators (contracted & certified)	Virtual meetings, email, phone; QA and consultation meetings	Evaluation coordination, quality assurance, and ongoing consultation	Weekly

OHA internal divisions (Medicaid, Equity Office, OSH, Legal)	Virtual meetings, Teams, email	Cross-division coordination on policy, equity, legal, and operations	Weekly
Statewide policy and legislative staff (OHA, DOJ, Governor's Office)	Virtual meetings, email, briefings	Policy development, legislative coordination, and executive briefings	Monthly; weekly during session
DAS Procurement & Contracting	Email, virtual meetings, document routing	Procurement coordination and contract development/admini stration	Monthly or as needed
OHA Financial Services & DAS Budget	Email, virtual meetings	Budget planning, fiscal monitoring, and payment coordination	Monthly; weekly during budget cycles
Legislators and legislative committee staff	Virtual meetings, email, testimony	Legislative briefings, testimony support, and issue consultation	As requested by OHA executive team
Professional associations (OPA, NASW, OACCD)	Virtual meetings, email	Engagement and practice/standards coordination	Monthly or quarterly
Law enforcement agencies (local police departments)	Virtual meetings, email, phone	Records access, logistics coordination, and case follow-up	As needed
Interstate or national forensic workgroups	Virtual meetings, email	Engagement and practice/standards coordination	Quarterly or as available

SECTION 7. POSITION-RELATED DECISION MAKING

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

The incumbent exercises significant delegated decision-making authority for statewide Community Restoration Evaluation Unit (CREU) and related Aid and Assist program operations, making consultative, analytical, and implementation decisions that affect policy execution, project outcomes, legal and operational compliance, program effectiveness, and the timely completion of court-ordered community restoration evaluations. Decisions are guided by statutes, legislative and executive intent, court orders, OHA and BHD policies, and statewide program objectives. The position independently develops recommendations, selects analytical approaches, determines program direction, evaluates program impacts, and advises leadership on actions affecting CREU, connected BHD operations, and cross-system partners.

- Always determines the impact of programs, policies, and operations on health equity. Ensures decisions prioritize the equitable distribution or redistribution of resources and power and recognize, reconcile and rectify historical and contemporary injustice
- Decides when changes to processes, protocols, and quality assurance methods are needed to improve statewide CREU operations.
- Decides how statutes, court requirements, legislative changes, and agency direction affect program operations and policy implementation.
- Decides what policy options, implementation strategies, and recommendations to elevate to leadership.
- Decides how to prioritize major projects, implementation activities, and corrective actions when performance, timelines, or compliance are at risk.
- Decides what measures and analytical methods should be used to assess program effectiveness and inform operational changes.
- Decides when operational, legal, clinical, fiscal, or political issues require escalation to senior leadership.
- Decides how to represent or recommend OHA positions in cross-system and partner forums related to community restoration evaluation services.
- Decides how to resolve or recommend resolution for non-routine statewide issues affecting service delivery, evaluator capacity, quality, and compliance.
- Decides what information may be disclosed, to whom, and in what form, consistent with applicable law, court requirements, and OHA policy.
- Decides how to present complex issues for executive review, including risks, trade-offs, and recommended next steps.

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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HPPM 3		Meetings, email, text, phone, Teams and other virtual meeting and instant messaging platforms	As needed	Confirm accuracy, compliance, and timely delivery of required outputs

SECTION 9. OVERSIGHT FUNCTIONS *(Supervisory positions only)*

- 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 | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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.

- Demonstrated commitment to equity, cultural responsiveness, and community-based service approaches.
- Must maintain knowledge of Oregon statutes and administrative rules related to forensic behavioral health, public contracting, clinical supervision, and evaluator certification
- Must complete required OHA and DAS trainings related to procurement, contract administration, performance management.
- Demonstrated ability to communicate complex legal, clinical, and policy information clearly and persuasively with courts, behavioral health partners, contractors, and agency leadership.
- Skilled in producing high-quality written reports, policy documents, and legislative briefings.
- Ability to design and implement system improvements, evaluate service models, and apply creative approaches to operational and policy challenges.
- Skilled in using data and feedback to inform decisions and modernize processes.
- Ability to build collaborative, trust-centered relationships with courts, CMHPs, CCOs, Tribal governments, community providers, and justice system partners.

- Ability to translate policies into clear expectations and support staff through transitions and change.
- Knowledge of state budgeting practices, resource prioritization, and financial accountability.
- Experience making sound decisions that uphold legal requirements, protect public resources, and maintain program integrity.
- Knowledge of Oregon public contracting laws, procurement rules, and contract administration practices.
- Ability to manage complex contracts, ensure vendor compliance, and align resources with program goals and statutory mandates.

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



Supervisor Signature

Date

04/22/2026

Date



Appointing Authority Signature

07/08/2026

Date

