



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
07/03/24

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: Operation & Policy Analyst 3
b. Classification No: C0872 c. Effective Date: 07/01/21
d. Position No: 1019592
e. Working Title: SUD 1115 Waiver BH Policy Analyst
f. Agency No: 44300
g. Section Title: Health System Division
h. Employee Name: Vacant
i. Work Location (City — County): Salem - Marion or Portland - Five Oak
j. Supervisor Name: Vacant
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☒ Exempt ☐ If Exempt: ☐ Executive ☐ Professional ☒ Non-Exempt ☒ Administrative
m. Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions

and sectors of the state, including tribal governments to address: the equitable distribution or redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 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:

Coordinate implementation of broad ranging initiatives related to Oregon's Substance Use Disorders treatment system. Serve as a key policy advisor to senior management of the Oregon Medicaid Program and OHA and provides expertise, analysis, and coordination in development,

implementation, and monitoring of benefits for the Oregonians who are on the Oregon Health Plan. This position has specific focus on Oregon's 1115 Demonstration Waiver. The scope of work is inter-departmental (Behavioral Health and Medicaid), and inter-governmental (OHA and Tribal Governments). This position engages in specific cross-agency coordination throughout OHA, with DHS, and with the federal government at CMS' Medicaid and Medicare regulatory bodies. This cross agency coordination includes gathering information as requested by CMS and answering questions, and communicating updates and requirements of this CMS waiver to other impacted agencies.

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
All of the time			Consistently treats customers, 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.
50%	N	E	Leads, organizes the implementation of the SUD 1115 Waiver Demonstration activities. This will include developing a strategic plan for implementation, provide high level, independent and comprehensive research, policy analysis and recommendations on policy strategies and options to the Oregon Health Authority, Behavioral Health and Medicaid Directors, and Health Policy Board on behavioral health system transformation and statewide health care reform options not limited to but to include the full continuum of care for those with substance use disorder. Evaluate potential policies for alignment with current and future state policy direction and weigh recommendations. Evaluate data for different state and private programs and initiatives to identify trends, implementation issues, and overall support statewide for proposed policies. Recommend strategic changes and priorities for allocating agency resources as well as how to integrate available private health care resources when implementing the SUD 1115 Waiver. Identify potential risks and difficulties, and design strategies to mitigate or avoid them. Analyze data and calculate rates to cover costs of project and Collaborate with fiscal and budget staff to do financial projections of project. Monitor and track project budget, schedule and performance. Coordinate project activities with internal units. Administer project contracts; monitor and evaluate contractor performance. Recommend changes to project plan in response to unforeseen changes or unexpected results. Obtain approvals from Behavioral Health and Medicaid Director to proposed changes in project scope, quality, budget, or schedule. Verify quality of project deliverables. Independently prepare policy briefs with recommendations for use by the Oregon Health Authority, the Oregon Health Policy Board, other state agency representatives and health care entities to further discussions on selected health care reform topics as determined by the Board and OHA leadership.

20%	N	E	<u>Project Management</u>: Provides project management for changes related to OHA Substance Use programs and the SUD 1115 Waiver. - Identifies policy, system, and operational changes that need project management. - Originate multiple work plans and performance schedules for project teams that include staff from across divisions and agencies. - Monitors multiple work teams' progress to schedule on assigned tasks. - Takes action when performance is not on schedule, including problem-solving, work with team members, coaching of team members, discussing problems, and performance issues with supervisors and section managers, consulting OHA leaders. Generate project reports for Behavioral Health and Medicaid Director, and other senior agency executives and as appropriate, federal partners.
5%	N	E	Make recommendations and develop presentations on OHA and health system wide metrics for use by OHA leadership, legislators, the Governor's office, stakeholder groups, and the public. Support OHA-wide efforts on behavioral health system transformation, including maintaining technical expertise on payment reform, policy-related technical assistance to internal and external stakeholders – with an emphasis on Oregon's 1115 Demonstration waiver.
10%	N	E	Ensure compliance with state and federal regulations around federal evaluation, external evaluation and required reporting, for example: annual, quarterly and other reporting as required by CMS and others). Ensure complete and timely reporting as required
5%	N	E	Make recommendations and develop presentations on OHA and health system wide metrics for use by OHA leadership, legislature, the Governor's office, stakeholder groups, and the public. Support OHA-wide efforts on behavioral health system transformation, including maintaining technical expertise on payment reform, policy-related technical assistance to internal and external stakeholders with an emphasis on Oregon's SUD 1115 Waiver Demonstration.
5%			Facilitate the creation and development of program policy, administrative rules, and administrative systems (budgeting, contracts, payment, and monitoring) necessary to develop addiction treatment and prevention capacity to serve. This includes: - Write/revise Administrative Rules; - Create/improve payment and rate methodologies, coordinate development of data systems to monitor service delivery and quality; - Lead research studies to develop new program services;

			• Evaluate best practices, national standards and industry standards; • Collaborate with state budget development process to assure adequate funding for programs and predict funding allocations and/or impact with program changes and implementation. • Compile responses to requests for regular reports to federal CMS and other reports as needed, and; Keep knowledge of relevant state and federal laws, rules and regulations, comparable Medicaid programs and policies, programs and policies of commercial insurance health care delivery standards and systems.
5%	N	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.

General office environment. Federal grant requires deadlines to be met on schedule. Work is conducted in an open cubicle office style environment with moderate noise levels, extensive use of a personal computer and frequent interruptions. Must be able to respond effectively to verbal instruction. Contact and work with diverse group of professional staff in a variety of office and meeting room settings is expected. Occasional overtime may be required in the evenings or weekends to assist in reaching critical deadlines.

Long periods of sitting or standing to perform work or to attend meetings may be expected.

This position requires occasional in-state travel, with overnight stays in various areas of the state. Travel during inclement or hazardous weather conditions is probable.

Telework 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:

Dept. of Administrative Services Budget Instructions
 OHA contracting rules and laws
 Substance Abuse and Mental Health Administration (SAMHSA)'s laws around grant administration
 Oregon Revised Statutes and Oregon Administrative Rules
 DAS and DHS Administrative Rules and Policies
 Title XIX and XXI of the federal Social Security Act
 Internal Revenue Code
 Management Directives
 Collective Bargaining Agreements
 Centers for Medicaid and Medicare Services
 Federal Regulations regarding Medicaid and Grant Application and Reporting Processes
 Client Confidentiality Rules; HIPAA, 42 CFR rules promulgated by the federal department of Health

b. How are these guidelines used?

Generally, they are used as instructions and regulatory references to carry out certain functions of this job as well as background to understand policy in system, reporting requirements, and performance management.

This position will use these guidelines to recommend policies that impact complex statewide issues. The position provides valuable analysis which will enable top management to make policy decisions of far reaching consequences (e.g., OHA- and statewide). Guidelines provide structure and guidance for performing the job, which entails independent judgment and reasoning. Guidelines are used to identify the requirements, constraints or barriers related to areas under study to understand how health policy and recommended transformation strategies must be shaped to gain compliance; to identify areas requiring legislative change and/or to identify areas that require federal waivers of other regulatory action to allow implementation of proposed options.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
OHA, DHS, PEBB, OEBB, and DCBS staff, as well as staff of other public and private organizations and national health research and policy groups	Phone/Person/ Email/ Letter/ Reports/ Online Platforms	Coordination, collect, provide and discuss information; manage projects; provide consultative advice, research findings; collaborate on legislative or policy changes related to the health policy.	Daily
Nine Federally Recognized Tribes of Oregon and Urban Indian Program	Phone/Person/Email/ Letter/ Reports/ Online Platforms	Collect, provide and discuss information; manage projects; provide consultative advice, research findings; collaborate on legislative or policy changes related to the health policy.	Annually as requested
Staff from other Agencies, Advocates, state partners, communities, SAMHSA Project Officers	Phone/Person/ Email/ Letter/ Reports/ Online Platforms	Provide information and gather feedback and assistance related to project activities and decisions.	Monthly or bimonthly
Center for Medicare and Medicaid Services (CMS)	Phone/Person/Letter/ Email/Reports/ Online Platforms	Collect, provide and discuss information; manage projects; provide consultative advice, research findings;	Quarterly, as requested

		collaborate on legislative or policy changes related to the health policy	
Representatives of the health care/insurance industry	Phone/Person/Letter/ Email/ Reports/ Online Platforms	Collect, provide and discuss information; manage projects; provide consultative advice, research findings; collaborate on legislative or policy changes related to the health policy.	Quarterly
Advocacy Organizations/ Peer Run/ Organizations	Phone/Person/Letter/ Email/ Online Platforms	Coordination, Collaboration, Problem Solving	Weekly
The Governor's office, Legislature, media and other community leaders and their staff	Phone/Person/Letter/ Email	Collect, provide and discuss information; manage projects; provide consultative advice, research findings; collaborate on legislative or policy changes related to the health policy.	As requested
General Public	Phone/Person/Letter/ Email/ Webinar/ Online Platforms	Collect, provide and discuss information; manage projects; provide consultative advice, research findings; collaborate on legislative or policy changes related to the health policy.	Bi annually and as requested
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:

The employee typically plans, schedules and carries out major projects. The employee decides whether to broaden or narrow the scope of projects or studies. Findings and recommendations are normally accepted without significant change. This position is responsible for keeping informed of the progress of related projects and/or research activities within and external to OHA and DHS. The position must often choose from among concurrent projects and/or research activities and identify those that have the high priority to the Oregon Health Authority, the Oregon Health Policy Board, OHPR, the Governor's office and others that play a significant role in health care policy. This position provides technical assistance and guidance to direct contracted service providers, community mental health programs, Oregon Health Plan, Pre-Paid Health Plans, and advocacy organizations.

This position is expected to work with the Alcohol and Drug Policy Commission, and State Opioid Treatment Authority and other SUD program staff, and make collaborative decisions about workload prioritization as well as project priorities, work quality and communication.

This position is expected to resolve all issues that do not have major policy implications at the professional staff level, bringing forward to management only those issues that must be resolved with a policy directive.

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	1003610	Phone/Person/Email/ Letter/ Reports/ Online Platforms	Weekly	Reviews the work for potential influence on broad agency or state policy and program goals; workload, information sharing; provide 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 | ☐ 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.

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

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- Good understanding of SAMHSA's role in healthcare policy and collaboration with states
- Strong project management skills
- Prefer Masters; of Public Health or Public Administration
- Technical expertise and experience with health care financing, and federal requirements related to Medicaid authorities
- Expertise and experience with reviewing, analyzing and making policy recommendations related to health outcomes research, health care delivery systems research, and modeling
- Experience producing written reports
- Demonstrated experience at a leadership level communicating with a diverse group of stakeholders on complex topics

- Ability to consider viewpoints and needs expressed by these groups and make a good faith effort at communicating such to their counterparts.

Prefer experience and knowledge of Behavioral Health, Medicaid and Medicare programs, and particularly program quality improvement metrics.

This position plays an instrumental role in ensuring coordination and an exchange of clear information between the Health Policy and Analytics Division, Health Systems Division, Office of Equity and Inclusion, other OHA staff, other state agency staff, external contractors and stakeholders. Require demonstrated experience at a leadership level communicating with a diverse of group stakeholders on complex topics.

The person in this position must objectively consider viewpoints and needs expressed by these groups and make a good faith effort at communicating such to their counterparts. Require experience leading groups with diverse and/or opposing views through a consensus process that results in a mutually acceptable solution.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00,000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date



Appointing Authority Signature

Oct 17, 2024

Date