



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

**Position Revised Date:
4/23/2026**

Agency: Oregon Health Authority

Division: Medicaid

New Revised

This position is:

- [Classified](#)
- [Unclassified](#)
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Operations and Policy Analyst 3

b. Classification No: C0872 c. Effective Date: 06.01.2026

d. Position No: 2731409

e. Working Title: Communications and Partnership Analyst

f. Agency No: 44300

g. Section Title: OHP Community Engagement & Communications

h. Employee Name: Vacant

i. Work Location (City — County): Salem/Marion or Portland/Multnomah; Hybrid

j. Supervisor Name: Jessica Deas

k. Position: Permanent Seasonal Limited Duration Academic Year
 Full-Time Part-Time Intermittent Job Share

l. FLSA: Exempt If Exempt: Executive m. Eligible for Overtime: Yes
 Non-Exempt Professional No
 Administrative

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 Medicaid 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:

- Addressing the clinical and social conditions, as well as the historical and contemporary injustices, which undermine health, so everyone can reach their full health potential.
- Considering the diversity of Oregon’s communities as we make decisions about how policy and practice are developed, and how resources are distributed.
- Respecting diverse cultures, populations, histories, and health practices; ensuring a diverse workforce and inclusive work environment.

Service Excellence:

- Exceeding expectations and being committed to delivering responsive, efficient, and effective solutions.

Integrity:

- Being accountable for maintaining the highest standards and outcomes in all aspects of our work; being a good steward of public trust and resources.
- Ensuring decisions are informed, fiscally responsible, open, and easily understood.

Leadership:

- Ensuring every employee has the ability and opportunity to help make changes that improve health and transform health care.
- Leading improvement in health through innovative strategies and creative solutions.

Partnership:

- Seeking out, listening to, and collaborating with partners across diverse communities; respecting internal and external ideas and opinions.
- Working with key invested partners and communities to protect and promote the health of all people in Oregon.

Innovation:

- Not being satisfied with the status quo and seeking new and better ways to meet the needs of the people we serve with creativity and openness.
- Pursuing opportunities to develop new evidence to evolve our practices.

Transparency:

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

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

The Medicaid Division is responsible for the design, development, implementation, monitoring, evaluation, and improvement of publicly funded Medicaid programs and related health programs, which includes the Oregon Health Plan (OHP), Healthier Oregon, the OHP-Bridge Program, and initiatives under 1115 demonstration waivers, state plan authorities, and 1915 home and community-based services waivers. The Division is the Single State Medicaid agency authorized to enter into agreements with the federal government for the state of Oregon. The division defines and manages the Oregon Administrative Rules divisions that govern OHP-covered health care services, eligible fee for service health care providers and participating managed care plans, including Coordinated Care Organizations (CCOs), to ensure programs and services are delivered effectively, equitably, and in compliance with state and federal regulations.

Medicaid, and the related health programs the division oversees, provides coverage for health care and related services for Oregonians with low income. Currently, one out of every three Oregonians receive healthcare through Medicaid programs. These programs play a crucial role in improving health care access, promoting health equity, and reducing disparities across the state. The collective and collaborative effort of division management and staff are essential in helping OHA achieve its vision and aim to produce better and more equitable health outcomes and move closer to our strategic goal to eliminate health inequities by 2030.

Unit/Program Description:

Oregon Health Plan Community Engagement & Communications unit is focused on building and maintaining pathways to prioritize community and partner voice throughout Medicaid and Oregon Health Plan policy and operations, as well as supporting operational communications with member, providers, and other partners. This work includes close collaboration and interconnectivity with other OHA and state agency teams working daily in Community Engagement and Communications, particularly around Medicaid. This includes Medicaid, Behavioral Health, Public Health, Health Policy and Analytics, Equity and Inclusion and External Relations Divisions, as well as ODHS. These divisions include the following partners: OHA Ombuds Program, Office of Community Health and Engagement (OCHE), Innovator Agents, Feedback team, Behavioral Health Equity and Community Partnership team, and Healthier Together Oregon team. It supports a broad portfolio that includes design, delivery, coordination, and consultation for Medicaid Community-driven Advisory Bodies, strategic project support for OHP Community Engagement, OHP Community Communications, Medicaid (chapter 410) Rules Coordination, and pilot Policy and Program areas that require intensive community input.

- 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 lead the development, evaluation, and continuous improvement of equitable and community-centered engagement and communications strategies

for Medicaid and the Oregon Health Plan (OHP). It analyzes current policies and practices across OHA divisions and state agencies, advising leadership and program teams on how to embed equity, plain language, accessibility, and the perspectives of underserved and marginalized communities into community engagement and communications efforts. The role works closely with workstream leads for major Medicaid priorities - including HR 1, Open Card Transformation, Healthier Oregon, and 1115 Medicaid Waiver cycles - to align processes and messaging, develop standards for community engagement activities, and ensure that invested, involved, and impacted members, partners and providers receive clear, transparent, and meaningful information. Through collaboration with subject matter experts; External Relations, Equity and Inclusion, Behavioral Health, Public Health and Health Policy and Analytics Division teams; and community engagement partners, the position guides what information is prioritized and how community feedback is integrated into policy and program decisions.

The position also provides strategic project management, research, and evaluation leadership to strengthen the effectiveness and accountability of Medicaid and OHP community engagement and communications. It develops workplans, metrics, reporting tools, and quality improvement processes; coordinates the collection, analysis, and translation of community input; and produces key materials such as trackers, FAQs, decision memos, and reports to support agency decision-making. The role manages tools and procedures for gathering and analyzing feedback, leads documentation of community listening sessions, and trains internal staff who work with advisory bodies, contractors, and local partners to build statewide capacity for equitable engagement. By ensuring that strategies are well-planned, data-informed, and responsive to community needs, this position advances OHA’s commitment to health equity and transparent, community-driven Medicaid and OHP policies and programs.

This position will collaborate with diverse populations most harmed by social injustice and inequities and will demonstrate the ability to build and steward positive, collaborative and partnership-based relationships with diverse community groups including communities of color, immigrant groups, the disability and neurodivergent communities, veterans, older adults, individuals identifying as LGBTQIA2S+ and other communities that have been traditionally marginalized.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

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

| % of Time | N/R/NC | E/NE | DUTIES |
|--------------|--------|------|---|
| At all times | | E | <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, |

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| | | | <p>Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.</p> <ul style="list-style-type: none"> • 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 Medicaid 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. |
| 25% | | E | <p style="text-align: center;">Policy Analysis/Development:</p> <ul style="list-style-type: none"> • Analyzes and advises on Medicaid and Oregon Health Plan (OHP) specific community engagement and communications policies and practices across divisions within OHA and across multiple state agencies, working with subject matter experts, senior management, and priority populations. Works closely with workstream leads for Medicaid and OHP strategic priorities including House Resolution 1 (HR1), Open Card Transformation, Healthier Oregon, and 1115 Medicaid Waiver cycles. • Develops policies and standards to build a more equitable and effective approach to communicating priority Oregon Health Plan information to invested, involved, and impacted |

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| | | | <p>members and partners. Contributes expertise and decision-making in determining what information and messaging is prioritized in collaboration and consultation with Medicaid leadership, OHA External Relations Division and OHA leadership.</p> <ul style="list-style-type: none"> • Develops policies and standards to build a more equitable and effective approach to Medicaid and OHP specific community engagement activities, including guidance on planning, designing, delivering, and evaluating events as well as documenting and disseminating identified issues, inputs, and insights. • In collaboration and consultation with OHA communications staff, defines, prioritizes, and integrates evolving strategies to embed equity, plain language, and accessibility principles and best practices into Medicaid and OHP community engagement and communications materials and activities. • In collaboration and consultation with OHA community engagement staff, defines, prioritizes, and integrates evolving strategies to ensure the needs and perspectives of racial, ethnic, LGBTQIA2S+ and other populations underserved and/or that experience marginalization are explicitly factored into Medicaid and OHP policies and programs. |
| 25% | | E | <p style="text-align: center;">Operational Research & Evaluation:</p> <ul style="list-style-type: none"> • Engages internal staff and external partners in research and evaluation as it relates to assessing the effectiveness of Medicaid and Oregon Health Plan community engagement and communications materials, activities and strategies. Develops trackers, FAQs, decision memos and reports to inform decision-making and guide ongoing work. • Analyzes existing data gaps and leads quality improvement approaches to design and define how policy and program teams utilize and translate the OHA Community Engagement Framework into specific Medicaid and OHP community engagement and communications materials, activities and strategies. • Develops, implements, and monitors performance measures, metrics, and utilization/reporting tools to inform OHA leadership and key invested, involved, and impacted partners and providers on the effectiveness of Medicaid and OHP community engagement and communications quality and process improvement activities. • Leads tracking and documentation of community listening sessions focused on Medicaid and OHP; utilizes data management tools and resources provided and curated by |

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| | | | the Engagement and Feedback Reporting Analyst designed to assess Medicaid and Oregon Health Plan experience. |
| 15% | | E | <p>Technical Consultation, Partnership and Collaboration:</p> <ul style="list-style-type: none"> • Advises and provides training to OHA leadership and staff involved in engaging and communicating with Oregon Health Plan members, partners, and providers on approaches and activities to advance health equity, center racial justice and consumer voice, and share power with communities who face historic and systemic inequity. This includes reporting back to community on decisions and changes made at OHA based on community feedback and doing so in plain language and with transparency. • Advises and provides training to OHA leadership and staff involved in engaging and supporting the operational and strategic planning of Medicaid and OHP multi-disciplinary advisory bodies on approaches and activities to facilitate their agency, accountability, and influence. • Advises OHA leadership and staff involved in supporting partners at the state and local level to develop local network partnerships and capacity to respond to state and federal policy and program changes that impact Medicaid and the Oregon Health Plan. |
| 25% | | E | <p>Project Management:</p> <ul style="list-style-type: none"> • Develops workplans to identify, track and report on timelines, desired outcomes, milestones, and status updates on planning and implementation responsibilities as it relates to Medicaid and Oregon Health Plan community engagement and communications materials, activities and strategies. • Periodically evaluates a project's status against desired outcomes and timelines related to Medicaid and OHP community engagement and communications; develops approaches to enhance the project's feedback strategies, implementation and desired outcomes. • Develops processes and procedures and coordinates the implementation of community engagement and communications feedback and data management tools for strategic initiatives in partnership and alignment with other OHA divisions and state agencies. Manage and track tool implementation schedule, usage, and performance. • Coordinates activities for strategic projects and initiatives with agency units and external partners and provides technical assistance and consultation on administering project contracts, and monitoring and evaluating contractor |

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| | | | <p>performance related to Medicaid and Oregon Health Plan community engagement and communications.</p> <ul style="list-style-type: none"> • Provide training and technical assistance as necessary to support internal and external partners to collect and manage feedback and metrics related to Medicaid and OHP community engagement and communications. |
| 5% | | E | <p>Legislative Coordination:</p> <ul style="list-style-type: none"> • Evaluate legislation for programmatic equity impacts and community engagement requirements and opportunities. • Develop legislative concepts through collaborative efforts with interested parties. • Write suggested draft language for legislative bills with community impacts that require engagement and draft reports outlining impacts on programs. • Recommend changes in legislation to bring community engagement into policy development and program operations. |
| 5% | | NE | <ul style="list-style-type: none"> • 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 person in this position will work a professional work week, Monday through Friday. Some evening and/or weekend work may be required, especially during legislative session.

The job requires frequent preparation, presentation, and/or response to technical and professional material against assigned deadlines. Work product can be highly visible, and of significant interest to legislative representatives, multiple partner groups and/or state agencies and associations. Workload and priorities fluctuate and can involve highly complicated, sensitive, and/or political issues. May experience stressful situations due to unchangeable project and program timelines.

This professional collaborative position relies upon positive, productive, and respectful engagement with leadership and subject matter experts within the Division, across the Agency / state agencies, representatives of local government / governor's office, and with key invested members, partners, and providers within Oregon communities.

Occasional local and in-state travel is required. Occasional out-of-state travel may be required.

This is a hybrid role that will require occasional in-person time, with an intermix of OHA state office buildings and community settings. As agency business and operational needs allow, there is flexibility to perform work remotely within the defined workweek.

When working remote, the current structure relies upon Division issued equipment, utilizing the employee's internet network and activation of secure network software to connect to OHA's Virtual Private Network, and utilizing on camera virtual meetings.

Frequent contact and work with a variety of staff, colleagues, and partners in a variety of office, virtual and meeting room settings is expected. Open office environment or virtual environment with frequent interruptions while working on multiple projects simultaneously. Continuous use of computer and communication devices/ applications. Multiple communication streams including email, instant message, and cell phone. These are daily conditions.

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 Regulations (including but not limited to Medicare and Medicaid regulations and Health Insurance Portability and Privacy Act)
- National best practices and fidelity models promoted by key federal agencies
- Oregon Revised Statutes
- Oregon Administrative Rules
- OHA/Coordinated Care Organization Contracts
- State laws, rules, and contract requirements relating to Medicaid services
- Oregon Procurement Laws and Guidelines
- OHA/ODHS Human Resource policies and procedures
- Oregon Department of Administrative Services (DAS) policies and procedures
- Departmental and office policies and procedures
- Collective Bargaining Agreement
- Local requirements as appropriate
- OHA Tribal Consultation & Urban Indian Health Program Confer Policy
- Trauma Informed Approaches
- Organizational Effectiveness strategies
- Continuous Improvement strategies

b. How are these guidelines used?

As parameters and reference to perform as an expert and to effectively consult and act as a liaison with leadership and staff in shaping, defining and prioritizing activities and priorities.

As parameters and reference to assure compliance with best practice and applicable laws, rules, policies and regulations and cost allocation. May also serve to guide strategic planning. The work of OHA is governed and administered within the context of these laws, rules and policies.

These guidelines provide basic data for ongoing management and establishing, monitoring, and

coordinating program policies and procedures for the assigned programs within the legislatively approved budget.

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 Senior Management; Other State Agency Senior Management (ODHS, OYA, ODE, etc.) | In-person; Virtual (e.g. MS Teams, Zoom); Written (e.g. email, letter/memo, report); Phone | Collect, provide and discuss information and data; collaborate and coordinate on policies and programs; provide and receive direction or consultation; answer questions; gather input; enforce policies, regulations and contracts; negotiate agreements | Daily, as needed |
| OHA Staff; Other State Agency Staff | In-person; Virtual (e.g. MS Teams, Zoom); Written (e.g. email, letter/memo, report); Phone | Collect, provide and discuss information and data; collaborate and coordinate on policies and programs; provide and receive direction or consultation; provide technical assistance; answer questions; gather input; enforce policies, regulations and contracts; negotiate agreements | Daily, as needed |
| OHP recipients and persons with lived experience | In-person; Virtual (e.g. MS Teams, Zoom); Written (e.g. email, letter/memo, report) | Listen and engage to identify opportunities, co-design solutions, reconcile concerns with commitment to improve services, supports, programs and policies | Daily, as needed |
| Community Based Organizations; Culturally specific Organizations | In-person; Virtual (e.g. MS Teams, Zoom); Written (e.g. email, letter/memo, report); Phone | Collect, provide and discuss information and data; collaborate and coordinate on policies and programs; provide and receive direction or consultation; provide technical assistance; answer questions; gather input | Daily, as needed |
| Providers, including treatment service providers / professionals, CCOs, Tribal providers, local and county programs) | In-person; Virtual (e.g. MS Teams, Zoom); Written (e.g. email, letter/memo, report); Phone | Collect, provide and discuss information and data; collaborate and coordinate on policies and programs; provide and receive direction or consultation; provide technical assistance; answer | Daily, as needed |

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| | | questions; gather input; enforce policies, regulations and contracts | |
| Tribal governments | In-person; Virtual (e.g. MS Teams, Zoom); Written (e.g. email, letter/memo, report); Phone | Collect, provide and discuss information and data; collaborate and coordinate on policies and programs; provide and receive direction or consultation; provide technical assistance; answer questions; gather input; enforce policies, regulations and contracts | As needed |
| Centers for Medicare and Medicaid Services (CMS); Federal Agencies | In-person; Virtual (e.g. MS Teams, Zoom); Written (e.g. email, letter/memo, report); Phone | Provide and discuss information and data; receive direction or consultation; receive technical assistance and discuss issues; respond to request for information; review policy changes, interpretations, and implications | As needed |
| Department of Justice (DOJ) | In-person; Virtual (e.g. MS Teams, Zoom); Written (e.g. email, letter/memo, report); Phone | Collect, provide and discuss information and data; provide and receive direction or consultation as it relates to regulations, rules, contracts and the implications of policy or program actions or activities | As needed |
| Legislators, their offices and legislative staff; Governor's Office and staff | In-person; Virtual (e.g. MS Teams, Zoom); Written (e.g. email, letter/memo, report); Phone | Collect, provide and discuss information and data; provide and receive direction or consultation; provide technical assistance; answer questions; gather input; provide bill analysis; prepare hearing testimony | As needed |

SECTION 7. POSITION-RELATED DECISION MAKING

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

Always determine the impact of programs, policies, operations, budgets, and all other aspects of the program on health equity.

Ensure decisions prioritize the equitable distribution or redistribution of resources and power and recognize, reconcile and rectify historical and contemporary injustices.

Decisions impact the success of individual projects, policy direction, and service delivery for recipients of medical assistance programs. Decisions made will likely result in political and public reactions to policy changes.

Monitor and recommend improvements to Medicaid and OHP programs, policies, and operations, especially as it relates to community engagement and communications projects and processes

and integration of feedback.

Implement and manage tools, processes, and systems for the collection, organization, tracking, analysis and reporting of qualitative data, information and feedback, including evaluating agency needs, determining priorities, and recommending actions based on analysis. The decisions in this position require a high degree of complicated conceptual, critical, and analytical thinking as well as knowledge of medical/health programs, practices, standards and budgets. The person in this position must apply these skills and knowledge within the limitations and opportunities extant in state and federal law, rule, and guidance. These decisions significantly influence the management of expenditures and access to quality medical care for the 1.4 million recipients of medical assistance within Oregon.

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 |
|---|-----------------|--|--------------------------------|---|
| Health Policy & Program Manager 3 (HPPM3) | 1013917 | Virtually, In person, Phone, Email, written form | Daily to Weekly, and as needed | Communicate updates on progress of major tasks and projects; Ensure project and program decisions meet federal, agency and user requirements; Promote quality assurance, strategic plan alignment, and equitable outcomes; Discuss and review goals, performance, expectations and training needs; Promote problem-solving and solution-seeking |

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

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

1. Experience leading or supporting the development and implementation of policies and programs at the community, state, and/or national level that advance health equity (address systemic health disparities, expand culturally responsive and inclusive services, factor in social determinants of health) and elevate the voice of community and those with lived experience.
2. Knowledge of health services delivery systems, particularly the Oregon Health Plan/ Medicaid administration in Oregon, including experience working with Coordinated Care Organizations, social safety net programs, health service providers, or community-based organizations.
3. Knowledge of legislative and regulatory processes; experience analyzing, applying and advising on relevant federal and state Medicaid laws and regulations as well as legislative concepts/bills; specific knowledge of Oregon Administrative Rules and Oregon Revised Statutes is valued.
4. Knowledge and experience developing, implementing, and refining policies included in the Medicaid state plan or other waiver authorities with Centers for Medicare and Medicaid Services (CMS).
5. Ability to foster inter-and cross-agency collaboration and to facilitate coordination of community centered policies, programs, and continuous (performance / quality / process) improvement strategies.
6. Strong oral and written communication skills across a variety of forums; experience communicating qualitative and quantitative information, verbal and written, that are accessible to and understood by audiences with different levels of comprehension or interest and that are culturally responsive, inclusive, and appropriate. Experience presenting and articulating the value and relevance of research and evaluation data to facilitate quality assurance, strategic planning, and decision-making.
7. Experience in producing written reports, experience in presenting data for lay audiences / data visualization / data analysis / information summarization.
8. Demonstrated project management experience, including ability to effectively manage multiple project timelines and priorities and promote human-centered change management.
9. Ability to demonstrate advanced Microsoft Excel, Word, PowerPoint, Visio and Outlook skillset; and skilled use of collaboration tools such as Microsoft Teams, SharePoint, and Smartsheet.

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

Apr 29, 2026

Date