



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
09/15/25

Agency: Oregon Health Authority

Division: Agency Operations

☒ New ☐ Revised

This position is:

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

SECTION 1. POSITION INFORMATION

- a. Classification Title: Operations & Policy Analyst 4
- b. Classification No: X0873 c. Effective Date: _____
- d. Position No: 1021875
- e. Working Title: Senior Data Coordinator
- f. Agency No: 44300
- g. Section Title: Data Systems & Partnerships
- h. Employee Name: Vacant
- i. Work Location (City — County): Salem/Marion or Portland/Multnomah; Hybrid
- j. Supervisor Name: Jessica Chastain
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☒ Exempt If Exempt: ☐ Executive ☐ Professional ☒ Administrative
☐ Non-Exempt
- m. Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

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

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

distribution or redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

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.

Office of Data Strategy & Operations Division description:

Office of Data Strategy and Operations (ODSO): The Office of Data Strategy and Operations, under direction of the Agency Data Strategy and Operations Director, partners across Oregon Health Authority (OHA) and Oregon Department of Human Services (ODHS) to promote, elevate, and align equity in OHA service delivery using data and technological systems. Modernizing data and systems is a core body of work that needs to occur throughout OHA in order to support human-centered, data-informed decision making. Both tactics play critical roles in analyzing progress on equity goals and informing Agency program work toward OHA's 2030 goal of eliminating health inequities.

The Office is specifically focused on increasing the use of enterprise-wide (OHA and ODHS) data and technology solutions, improving cross-divisional collaboration, and promoting communication and transparency through the connection of agency systems and data. These efforts support OHA's compliance with DAS policy (107-004-160) on Data Governance and Transparency and ORS 276A.365 on Information Management by State Agencies. The office currently encompasses three units: the Data Strategy and Partnerships Team, the Compass Team and the Business Systems Unit.

Unit/Program Description:

The Data Strategy and Partnerships Team (DSPT) focuses on advancement of a modernized data strategy in alignment with the OHA goal of eliminating health inequities by 2030 through a process of:

- Improving transparency and accountability of OHA managed data
- Building internal ability to use data in an equitable, ethical and informed way
- Promoting the reuse of data systems and technologies
- Supporting programs in showing the outcomes of investments
- Organizing a transparent and well-resourced process to guide agency data management.

The team partners with divisions and programs in OHA, ODHS, and Office of Information Services (OIS) to help assess and plan for strategic data and system projects with the goal of minimizing silos, reducing duplication, and facilitating integration and efficiencies. Due to its size and complex data needs, OHA often requires information held by other state agencies. DSPT works with the Department of Administrative Services (DAS) and other state agencies to establish and improve data sharing to meet program needs.

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 Senior Data Coordinator engages in the planning, assessment, and determination of strategic direction for enterprise-wide data management. This position serves as a senior advisor to agency and division leadership, program directors and leads data and systems teams on large-scale organization improvement and implementation projects. They work with partners throughout the agency including technical and policy staff to identify risks posed to data and systems collection, storage and utilization and design operations and policy changes to mitigate those risks. This position sets the strategic direction for data stewardship and data governance for the agency working to align strategy across divisions and across other state agencies. Such work will support highly visible initiatives of significant interest to the state legislature, community advocacy groups and the Governor.

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, 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 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.

At all times	NC	E	Collaboration and Operations <ul style="list-style-type: none"> • Demonstrate understanding of health inequities and support OHA's efforts to identify and eliminate health inequities. • Work collaboratively and proactively with community partners, contractors, grantees, advocates, governance groups, and people in Oregon receiving services through OHA. • Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associates. Develop good working relationships with division and agency staff through active participation in group projects and in identifying and resolving program, systems, and operational needs through a solution-based equity framework. • Create and maintain a work environment that fosters and promotes the importance and value of a diverse, discrimination-free and harassment-free workplace. Contribute to an environment where the knowledge and skills that staff of color, staff with lived experience, and staff who have directly received services delivered by the OHA such as Oregon Health Plan, Substance Use Disorder, and Mental Health services, etc. are valued and welcome in the overall work of OHA. • Demonstrate recognition of the value of individual and cultural differences; create a respectful work environment, welcoming of diversity, where talents and abilities are valued. Consistently treats customers, stakeholders, partners, vendors, and co-workers with dignity and respect. • Demonstrate understanding and applying principles related to health equity in research, data collection, data analysis and communication. • Demonstrate commitment to professional development related to cultural competency, ongoing development of personal cultural awareness and humility.
25%	N	E	Policy Analysis: <ul style="list-style-type: none"> • Leads multi-agency or jurisdictional planning efforts to establish state policy and direction for enterprise data sharing and interoperability. • Establishes and leads external and internal partner groups in support of planning efforts. • Recommends policy strategies and allocation of agency resources to senior management, agency leadership and develop proposed legislation to address system and data integration goals and requirements. • Analyzes data and system policy and implementation issues that cross or affect other state agencies and departments including ODHS, Public Health, and the Oregon Marketplace.

			<ul style="list-style-type: none"> Identifies trends, conceptualizes operational systems and evaluates program needs in support of whole-person, integrated care. Drafts agency and legislative proposals in support of data and systems modernization efforts. Collaborates with cross-sector of agency program staff, IT colleagues and leadership to identify shared vision and direction of proposals in alignment with agency strategic goals. Ensures all policy and proposals uphold and further health equity. Represents the agency and communicate data governance and management strategic direction at cabinet-level meetings before boards and commission of other agencies and before the state legislature. Represents the agency at national conferences such as Medicaid Enterprise Systems, State Health IT Connect and vendor specific events.
15%	N	E	<p>Legislative Coordination:</p> <ul style="list-style-type: none"> Leads the initiation and strategic direction to implement legislative or administrative rule changes to align with policy objectives. Review and approve reports detailing the impact of legislative proposals on agency operations. Develops and maintains working relationships with legislators and their staff. Writes and edits legislative proposals and testimony and approves materials developed by others. Explains policy issues and the effect of proposed legislation to state legislators, legislative committee members, lobbyists and task forces. Analyzes data-related legislation and policy statements and decides how to translate the intent into program actions. Interprets and incorporates legislative direction on data governance, standards and literacy to agency data practices. Represents the state's legislative priorities and policy strategies with congress. Coordinates efforts to streamline federal processes affecting state agencies. Designs strategies to maximize federal funding to state programs. Conducts ongoing review and analysis of federal and state legislation relevant to matters of state or agency concern. Develops and recommends effective advocacy strategies for federal representation. Represents agency interests before federal partners.

			<ul style="list-style-type: none"> Leads the implementation and monitor strategies to ensure compliance and successful implementation of federal laws, regulations, or requirements.
40%	N	E	<p>Systems and Operational Improvement</p> <ul style="list-style-type: none"> Leads data and systems workstreams within large multi-agency projects advocating for the proper collection, storage and use of program data. Leads design sessions with policy leads to identify reporting and compliance needs. Translates needs into actionable business requirements for technical solutions. Elevates risks that arise due to lack of data and systems planning to project and agency leadership. Identifies and facilitates opportunities to align data and system modernization efforts between public health and the enterprise, including development of braided funding strategies as appropriate. Directs and coordinates large-scale system improvement projects ensuring solutions are scalable and in alignment with agency goals. Evaluates the feasibility of system projects by analyzing the benefits, the required resources, projected timeframes and system lifecycles. Leads visioning forums with agency leaders and key community patterns to develop a high-level roadmap and goals for data and systems modernization. Oversees subsequent design sessions with executive leadership, program managers, data stewards and system owners to achieve and maintain data management best practices. Defines future-state data and systems requirements by working with a cross-section of state staff and community partners. Directs and coordinates sessions to assess and articulate both business and technical requirements, involving cross-functional teams comprising business partners, technical leads, and program staff. Drives the conceptualization and development of project plans, encompassing detailed design documents and technical specifications. Evaluates through comprehensive study of impacts of data systems on program design and evaluation. Leads efforts for data sharing and integration across agency divisions and other state agencies. Sponsors data governance efforts that preserve agency autonomy while promoting data transparency. Leads efforts to update or procure new technology to reflect the system integration goals and requirements.

			<ul style="list-style-type: none"> • Leads the conceptualization and development of specifications, including detailed design documents and technical specifications. • Demonstrates understanding and applying principles related to health equity in research, data collection, data analysis and communication.
15%	N	E	Project Management <ul style="list-style-type: none"> • Leads cross-agency operational improvement projects and comprehensive research studies into the current operations, pain points and potential risks associated with agency data and system technology. • Executes and monitors implementation of operation and process improvement projects. • Oversees project management processes to ensure active engagement of project team members, business partners and community leaders. • Oversees and manages project budgets, schedules, and key performance indicators. • Anticipates and mitigates potential risks and obstacles through careful strategic planning. • Ensures the quality of project deliverables through rigorous verification processes. • Oversees the complete process of contracting external vendors for projects, which includes collaborating with business partners to define business requirements, managing the contracting process, and ensuring efficient contract administration. • Monitors and evaluates contractor performance to ensure alignment with project goals and standards. • Conducts in-depth analysis to determine root causes and identify gaps and risks in agency-wide system integration and data technology projects. • Proposes comprehensive mitigation actions, including the termination of projects if deemed necessary to address identified issues. • Ensures contracts promote and ensure OHA's health equity definition and are written in a way that contractors provide equitable services to people in Oregon most impacted by health inequalities.
5%	N	NE	Other duties as assigned by Manager

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 work may be performed remotely (unless the agency's business and operational needs require in-person) within the defined workweek.

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:

- DMBOK (Data Management Book of Knowledge)
- PMBOK (Project Management Book of Knowledge)
- Federal Regulations including but not limited to: Title V and Title XIX of the Social Security Act; Centers for Medicare & Medicaid Services (CMS) regulations and guidance; Health Insurance Portability and Accountability Act (HIPAA); Patient Protection Act and Affordable Care Act (ACA); Code of Federal Regulations (CFR).
- State Laws and Regulations including but not limited to: Oregon Revised Statutes (ORS); Oregon Administrative Rules (OAR); Oregon Department of Administrative Services (DAS) rules and guidance; Contract Law for procurement and contract administration.
- Oregon Health Authority (OHA) policies, procedures including but not limited to: OHA Tribal Consultation and Urban Indian Health Program Confer Policy; Legal direction; Project Management standards.

b. How are these guidelines used?

The laws, rules, policies, and procedures, together with heavy reliance on data, literature, and community engagement, continually define the scope, promote communication and ensure transparency through the connection of agency systems and data.

The PMBOK and DMBOK outline industry standards for project management and data management, respectively.

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, OIS and ODHS staff; other state agencies as relevant	Virtual meetings, email, phone, in-person	Obtain and/or convey information, coordinate, consult or manage projects; provide consultative advice on data collection, governance and systems requirements	Daily
OHA, OIS and ODHS Executive Leadership	Virtual meetings, email, phone, in-person	Receive project requests, obtain and/or convey information, coordinate and consult on data and systems governance	Daily
Governor's staff, Legislators and other community leaders and their staff	Virtual meetings, email, phone, in-person	Obtain and/or convey information, respond to information requests, provide consultative advice on data collection, governance and systems requirements	Daily
OHP members and persons with lived experience	Virtual meetings, email, phone, in-person	Listen to identify opportunities to improve services and programs, and create opportunities for community-directed programs	Weekly
Staff from Federal agencies or programs	Virtual meetings, email, phone, in-person	Discuss cooperate and complementary efforts and programs in effort to work collaboratively, respond to information requests and compliance audits, provide consultation and technical assistance	Monthly

OHA, OIS and ODHS staff; other state agencies as relevant	Virtual meetings, email, phone, in-person	Obtain and/or convey information, coordinate, consult or manage projects; provide consultative advice on data collection, governance and systems requirements	Daily
OHA, OIS and ODHS Executive Leadership	Virtual meetings, email, phone, in-person	Receive project requests, obtain and/or convey information, coordinate and consult on data and systems governance	Daily
Governor's staff, Legislators and other community leaders and their staff	Virtual meetings, email, phone, in-person	Obtain and/or convey information, respond to information requests, provide consultative advice on data collection, governance and systems requirements	Daily
OHP members and persons with lived experience	Virtual meetings, email, phone, in-person	Listen to identify opportunities to improve services and programs, and create opportunities for community-directed programs	Weekly
Staff from Federal agencies or programs	Virtual meetings, email, phone, in-person	Discuss cooperate and complementary efforts and programs in effort to work collaboratively, respond to information requests and compliance audits, provide consultation and technical assistance	Monthly
OHA, OIS and ODHS staff; other state agencies as relevant	Virtual meetings, email, phone, in-person	Obtain and/or convey information, coordinate, consult or manage projects; provide consultative advice on data collection, governance and systems requirements	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

The decisions made by this position require a high degree of complicated conceptual, critical, and analytical thinking. This role will develop and make recommendations on complex policies, operational changes, and system and process needs related to successful management of OHA systems and data. This position will be required to utilize their skills and knowledge in accordance with the regulations and guidelines set forth by state and federal laws.

This position will be responsible for developing plans for implementation of legislative initiatives, including ascertaining statutory authority and reporting requirements. Failure to provide adequate planning or coordination could impede the implementation of critical legislative and agency priorities.

At all times, the person in this position will:

- Consider the impact of programs, policies, operations and budget 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
Information Technology Manager 2 (ITM2)	1025762	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.

Experience in advancing health equity, including effective delivery of culturally responsive and inclusive services, evidence of ongoing development of personal cultural awareness and humility, and knowledge of social determinants of health and their impacts on health outcomes.

Experience developing, implementing policies and programs at the community, state, and/or national level that promote equity and inclusion and address systemic health disparities, with an emphasis on integrating the voice of consumers with lived experience.

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.

Specific knowledge of Oregon Administrative Rules and Oregon Revised Statutes, other applicable regulations, and program requirements.

Knowledge of health services delivery systems, particularly the Oregon Health Plan/ Medicaid administration in Oregon, and experience in working with social safety net programs, health service providers (including Community Mental Health Programs and other behavioral health service providers), Coordinated Care Organizations or other managed care entities and their leadership to guide operations and policies.

Experience interpreting, applying and enforcing relevant federal and state Medicaid laws and regulations, including Medicaid Managed Care regulations.

Knowledge and experience of the legislative process and government finance, specifically reviewing, interpreting and analyzing legislative concepts and legislative bills.

Ability to provide organizational leadership to support inter-and cross-agency collaboration and systems-wide changes that facilitate advocacy, equity, and client-centered policies and solutions.

Specific knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, iterative design, and continuous improvement strategies.

Demonstrated project management experience, including ability to effectively manage multiple project timelines, contracts, plans, and deliverables.

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.

Strong communication skills across a variety of forms that demonstrate the ability to facilitate appreciative inquiry, foster trust and transparency, and promote human-centered change management.

Ability to navigate complex relationships; ability to demonstrate collaborative problem-solving skills, consensus-building and solution driven approaches. Previous experience in alternative dispute resolution, and conflict resolution is valued in this position.

Ability to demonstrate successful meeting facilitation with variety of internal and external partners including program-policy-fiscal staff, community members, community groups, government officials and legislators.

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: <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
Operating Area	Biennial Amount (\$00,000.00)	Fund Type

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SECTION 11. ORGANIZATIONAL CHART

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

SECTION 12. SIGNATURES

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date
_____	_____
Appointing Authority Signature	Date