

or redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s is to eliminate health inequities by 2030.

The Oregon State Hospital 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.

The Oregon State Hospital (OSH) is a part of the Oregon Health Authority. Oregon State Hospital is a Joint Commission-accredited and CMS-certified public psychiatric hospital providing services on two campuses to persons committed by the Oregon courts as part of the state mental health system.

OSH Vision: We are a psychiatric hospital that inspires hope, promotes safety and supports recovery for all.

OSH Mission: to provide therapeutic, evidence-based, culturally and linguistically appropriate, and patient-centered treatment focusing on recovery and community reintegration, all in a safe environment.

OSH is led by a Superintendent and Executive Team. Leadership and oversight of clinical treatment is provided by the Clinical Administrative Team, which is comprised of the Chief Medical Officer, clinical Discipline Chiefs, Chief Nursing Officer, Deputy Superintendent and the Program Directors for the Salem and Junction City campus programs. OSH uses the Collaborative Problem Solving® model as its foundation of care across all disciplines, including nursing and direct-care unit staff.

This position is a key part of Oregon State Hospital's administrative operations, reporting directly to the Director of Quality Management. The Quality Management (QM) department supports administrative and business operations across the hospital system. The sections of this department provide structure and support to direct care operations in the areas of: standards & compliance, performance improvement, data and analysis, and incident reporting and systems investigation.

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 direct the Data and Analysis department by providing leadership, communications, oversight of research and analysis, and hospital wide outreach to provide OSH with the analytic capacity to measure performance towards desired objectives.

This position represents a department and works with all levels of management in OSH and other state agencies, as well as commercial, state, national, and Federal entities. This position will oversee all ongoing activities of the Data and Analysis department including the development, design, completion, delivery and implementation of data collection and research and analysis. This position will design strategies and provide direction and leadership to the Data and Analysis department staff. The director will also inform OSH strategic planning efforts.

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
25%	R	E	<p>Managing People</p> <ul style="list-style-type: none"> • Manage the performance, development and deployment of a high-performance team comprised of staff with expertise in the primary domains of data and analysis. • Assure personnel policies and agreements are followed. • Manage/supervise and organize staff assigned to Data and Analysis to meet the needs of OSH. • Recruit qualified candidates when filling vacant positions and participate in the selection process. • Develop and maintain current position descriptions, performance standards, competency measures and professional development plans for all assigned team members. • Provide regular feedback with objective assessment of performance in accordance with the position description.

			<ul style="list-style-type: none"> • Participate in timely development and review of performance evaluations. • Monitor, coach and/or educate team members in areas of performance where improvement is needed. • Ensure that all staff assigned to be supervised have received orientation and onboarding, and are able to demonstrate basic skills, knowledge and competency related to their assigned positions. • Determine the need for and initiate disciplinary action when necessary. • Review employee grievances in accordance with OSH procedure. • Review professional development plans of staff monthly and identify learning and training needs. Support attendance at OSH and outside training opportunities that support these needs. • Foster a safe and healthy workplace by providing opportunities for staff to provide feedback and bring issues of concern to be addressed. • Resolve conflicts between reporting staff on areas of shared responsibility.
15%	R	E	<p>Communication (internal and external)</p> <ul style="list-style-type: none"> • Lead internal communication efforts related to department functioning and work products. May be done individually or in collaboration with other department leadership and OSH Internal Communications Department. • Performs duties such as addressing community and professional organizations on agency programs and policies; resolving disputes; preparing reports and correspondence; and maintaining liaison with representatives of other agencies and/or the public. • Professional communication as needed with legislators, legislative or other public bodies with policy making authority; other high-level officials; department, hospital, or agency staff; representatives of professional organizations, citizens and citizen groups, the news media, other states; other State, Federal and municipal agencies.
40%	R	E	<p>Oversight of Research and Analysis and other Department Functions (technical leadership)</p> <ul style="list-style-type: none"> • Oversee department functions related but not limited to, performance system, data governance, report writing, research, business intelligence, data requests, committee, and workgroup participation. • Develops and implements department procedures and standard work. • Directs and/or evaluates the quality of services provided through review of reports and/or statistical data and conversations with reporting staff. • Reviews information from users of department services and interested community and/or professional groups to determine what improvements are needed. • Assist in preparation of budget requests for the department by determining priorities among requests from reporting staff (primarily in the domains of training, equipment and software

			<p>needs) and by explaining the need for additional resources to higher-level officials to obtain the resources necessary to meet department and agency goals and objectives.</p> <ul style="list-style-type: none"> Responsible for hospital compliance with regulatory standards related to Data and Analysis including but not limited to creation and deployment of new data measures and ongoing analysis.
15%	R	E	<p>Strategic Planning and Organization Alignment (PS, new tech, partnership on strategic vision)</p> <ul style="list-style-type: none"> Analyzes all pertinent issues and information regarding the impact of proposed policies and determines the most effective utilization of resources to carry out department and agency goals and objectives. The director will inform OSH strategic planning efforts through collaboration with other hospital leaders. This occurs primarily through participation in committees and workgroups. Legislative bill analysis as needed.
5%	NC	E	Other tasks, as assigned.
Ongoing	R	E	<p>Cultural Responsiveness</p> <ul style="list-style-type: none"> Consistently treats customers, patients, consumers, stakeholders, community partners, vendors, and colleagues with dignity and respect. Demonstrates recognition of the value of individual and cultural difference; creates a work environment that is respectful and accepting of diversity where talents, abilities and experiences are valued. Proactively creates and maintains an inclusive work environment for all staff, including those from diverse backgrounds. Models inclusive and equitable recruitment, onboarding promotion and management practices to support advancement of OHA Affirmative Action Plan goals. Demonstrates understanding, applying principles related to eliminating health inequity. Demonstration of effective delivery of culturally responsive, anti-racist, inclusive and trauma-informed services policies, and practices, including evidence of ongoing development of personal cultural awareness and humility. Assures that service delivery is provided in a culturally and linguistically responsive manner; assures that printed materials are available in different languages as needed and/or in alternate format; bilingual services are available and facilities are accessible for all patients, their families and community members. Promote and foster a workplace free of discrimination and harassment.
Ongoing	R	E	<p>Core Values</p> <ul style="list-style-type: none"> Demonstrates awareness, understanding, and alignment with the OHA Core Values of Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

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 position requires the daily use of a personal computer, work issued “smart phone”, and occasional work-related travel. This position requires the ability to maintain/document high level detail tasks while in an environment of constant interruption. Working more than eight hours per day may be required to complete job duties.

This position allows for hybrid work, utilizing in-hospital and remote work locations.

When working in-hospital, use of stairs and elevators is needed/required to gain access to administrative departments and patient units within the hospital.

Occasional contact with patients in various stages of medical and psychiatric stability may be required.

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:

Oregon Revised Statutes; Oregon Administrative Rules; OSH Policy and Procedure Manual, OHS Policies, Federal Regulations: other federal laws and regulations; The Joint Commission standards.

b. How are these guidelines used?

These guidelines are used to assure hospital compliance to obtain continued funding and to maintain a high level of patient care and as a reference source for hospital staff.

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?
QM Director	In-person, phone, email	Supervisory relationship to achieve deliverables of DA and QM departments.	Daily/Weekly
Members of OSH Executive Team	In-person, phone, email	High-level strategy, resource allocation discussions, vision setting and providing deliverables.	As needed
Other OSH Managers	In-person, phone, email	To assist with any data/analysis needs and data strategy.	As needed
Other OSH QM Managers	In-person, phone, email	To assist with any data/analysis, peer support, matrix supervision of staff, shared deliverables and staffing needs	Daily/Weekly

OHA Leadership	In-person, phone, email	To assist with any data/analysis needs	As needed
HSD/Behavioral Health	In-person, phone, email	To respond to inquiries, share information and assist with any data/analysis needs	As needed
Members of Western Psychiatric State Hospital Association.	In-person, phone, email	To respond to inquiries, share information and assist with any data/analysis needs	Monthly/As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position will make decisions about the quality and standards for the work of the Data and Analysis department. This includes ensuring research and analysis is thorough, complete, timely, and meets customer specifications. This position will determine the need for and implement mid-course corrections if necessary.

In collaboration with other hospital leaders, this position will participate in the decision-making process around strategic use of data, data related technology, and resourcing to meet hospital objectives.

This position will make decisions related to the interviewing, selecting, and providing training for department staff. This position will approve or disapprove recommendations from subordinate staff on personnel actions and resolve employee grievances. This position will evaluate performance of direct reports and determine the need for disciplinary action.

This position will determine departmental budget priorities among requests from reporting staff and explain the need for additional resources to higher-level officials.

These decisions will ensure the department obtains the resources necessary and produces appropriate deliverables to meet department, hospital, and agency goals and objectives.

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
Quality Management Director	0000000087887/1082260	In-person, phone, email	As needed	Provide feedback, offer expertise, provide vision.

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 13
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

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

Background and experience in research, data collection methods, and analysis.

Experience in business administration and principals of staff supervision.

Experience in project management and strategic planning.

Experience and expertise in Microsoft Suite of software products (Word, Excel, PowerPoint, Outlook).

Strong professional communication, facilitation, and public speaking skills.

Desired skills- Microsoft Access, Crystal Reports, SPSS (statistical analysis tool), Tableau, ETL (Extract Transform Load) tools. Experience with LEAN methodologies and Total Quality Management. Experience managing budgets.

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
Data & Analysis	\$4,035,653	GF

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