

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA’s work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

The Oregon State Hospital's mission is to provide therapeutic, evidenced-based, patient-centered treatment focusing on recovery and community reintegration all in a safe environment. Oregon State Hospital provides psychiatric evaluation, diagnosis, and treatment for mentally and emotionally ill adults from throughout the state. The hospital is organized into clinical specialty programs serving statewide needs and providing evaluation and treatment services.

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 purpose of this position is to provide confidential assistance to the Superintendent and the Deputy Superintendent of the Oregon State Hospital. The Assistant to the Superintendent assists the Superintendent and the Deputy Superintendent in the administration of operational and mission objectives and strategies in managing and coordinating projects and operational issues.

In addition, the Assistant to the Superintendent provides direction to staff with work assignments and office management and administrative systems/office functions.

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
50%	R	E	<p>Serves as a liaison between the Superintendent and Deputy Superintendent and other vested parties including OHA/OSH personnel, OSH patients and families, representatives from state and local government, state agencies, organizations, and the general public in accordance with established policy. Demonstrates an ability to exercise care in public relations, confidentiality, coordination and follow up.</p> <p>Acts on behalf of the Superintendent and Deputy Superintendent in screening telephone and email inquiries and requests, prioritizing, delegating responsibility to others, or researching and referring matters to the Superintendent or Deputy Superintendent for final decision.</p> <p>Follows up as necessary on assignments and actions resulting from telephone calls, emails, and other sources to provide requested information, respond to complaints, or elevate to leadership.</p>

			<p>Acts on behalf of the Superintendent and Deputy Superintendent in reading and accurately interpreting department regulations, programs, standards, and procedures.</p> <p>Plans, organizes, and manages the Superintendent's and Deputy Superintendent's meetings with OHA leadership, labor unions, Disability Rights Oregon, Oregon Department of Justice, other vested parties, and the public. This includes travel arrangements for speaking engagements, hearings, conferences, and meetings.</p> <p>Coordinates, prepares, and reviews all written communication to and from the Superintendent's and Deputy Superintendent's Office.</p> <p>Coordinates and supports meetings as directed by the Superintendent or Deputy Superintendent, inclusive of scheduling, agenda and document preparation, coordination of presenters, attendance tracking, decision and action tracking, report outs, minute-taking, task assignment, and ensuring that follow-up occurs within established time frames. This includes, at minimum, Executive Team meetings, Town Halls, and SuperPAC meetings.</p> <p>Completes assignments and maintains controls necessary for Superintendent and Deputy Superintendent activities and reporting outcomes to leadership.</p> <p>Maintains the calendar, email, of the Superintendent and Deputy Superintendent. Maintains Microsoft Teams spaces owned by the Superintendent, Deputy Superintendent, or Executive Team, as directed.</p> <p>Maintains and communicates the assignment calendar for the Administrator on Duty. Maintains a comprehensive resource and reference binder for Executive Team members serving as AOD.</p> <p>Manages, orders, and tracks inventory of office supplies and equipment needs and maintenance for the Kirkbride 4th floor office space.</p> <p>Responds to urgent requests for conference room space for regulatory surveys or similar situations. Manages access to select limited-access conference rooms such as Roland (Kirkbride 4th floor).</p> <p>Perform timekeeping tasks in API as needed, such as creating labor distributions; generating, updating, and publishing staff schedules; or reporting hours in coordination with the Central Time Keeping Office (CTO) and API Communications.</p> <p>In collaboration with the Communications Department, maintains the OSH Executive Team page on the "Our Work Link" intranet.</p> <p>Completes other duties as assigned.</p>
10%	NC	E	Provides administrative support to the Oregon State Hospital's Advisory Board. Assists members in a variety of duties, including

			but not limited to scheduling of Board meetings and sub-committee meetings, development of the agenda, meeting logistics, accurately reporting the minutes of the meeting, and other projects as requested.
10%	R	E	<p>Develops procedures, systems and forms necessary to complete work and ensure efficient flow of information, using Lean principles for delivery of services within the agency and/or with other agencies, vendors, or contractors.</p> <p>Provides cross-training to the Assistant to the CFO/COO to ensure continuity of support during absences of the Assistant to the Superintendent.</p> <p>Completes cross-training of duties of the Assistant to the CFO/COO and provides coverage during absences of the Assistant to the CFO/COO.</p>
25%	R	E	In collaboration with Office of Training, Investigation and Safety, coordinates the hospital's confidential abuse investigations, preparing correspondence, maintaining data, and providing resource information as needed.
5%	NC	E	In collaboration with the Policy Review Panel, maintains current and past policies and procedures per State of Oregon archive schedule.
Ongoing	NC	E	<p><u>Cultural Competence</u></p> <p>Promotes and fosters a diverse workforce and discrimination/harassment-free workplace.</p> <p>Recognizes value of individual and cultural differences; creates work environment where individual differences are valued.</p> <p>Consistently treats customers, stakeholders/partners, co-workers with dignity and respect.</p> <p>Values diverse viewpoints.</p>

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 works in a fast-paced, demanding office environment that requires the ability to independently identify and set priorities, adapt to rapidly changing situations and issues, juggle multiple separate tasks and projects, meet tight deadlines, and understand the political and public sensitivity of issues and decisions. This person communicates with a range of organizations, officials, and individuals from different cultural and ethnic backgrounds, persons with disabilities and their families, and members of the public. Work may include contact with emotionally charged

individuals via telephone, e-mail, and in person. Work hours may exceed eight (8) hours in a day or forty (40) hours in a week.

The person in this position is expected to set a positive example and role model; support OHA/OSH policies and procedures; follow OHA/OSH's core values/mission statement; use safe work practices; and obey all state and federal laws, rules, and policies. This position works in a tobacco-free environment.

Some duties can be performed remotely. In order to be eligible for remote work, staff must have a home office that meets all applicable technology, security, and safety requirements including the ability to provide protection of confidential information accessible from their home office. Security steps may include but are not limited to use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment. Remote workers must establish and maintain an appropriate environment for work purposes. Staff who work remotely may be required to report to OSH as determined by the manager as part of their regular job to perform duties, receive training, or participate in meetings.

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, Oregon Health Authority directives, Department of Administrative Services Policies and Procedures, Oregon State Hospital Policies and Procedures, Code of Federal Regulations, Title 42, other federal laws and regulations, The Joint Commission Comprehensive Standards Manual and Accreditation for Hospitals, Center for Medicare and Medicaid Management Regulations, and all other appropriate guidelines.

b. How are these guidelines used?

These laws, policies, regulations and guidelines are used to govern hospital operations, maintain hospital accreditation, certification and licensing necessary for continued funding and to maintain a high level of patient care, respond to patients, staff, general public and to protect confidentiality and patients' rights and the hospitals' liability.

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?
State of Oregon agency executives, managers, staff	In Person, Telephone, Written	Exchange of Information	Daily
Other state and government agencies	In Person, Telephone, Written	Exchange of Information	Daily

Governor's Office, Attorney General's Office, Legislature	In Person, Telephone, Written	Exchange of Information	As Required
Key external stakeholders, partners, providers	In Person, Telephone, Written	Exchange of Information	As Required
SEIU, AFSCME representatives	In Person, Telephone, Written	Exchange of Information	Daily
OSH employees and patients	In Person, Telephone, Written	Exchange of information	Daily
General Public	In Person, Telephone, Written	Exchange of information	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

Prioritizing the workload on a daily basis to meet critical deadlines and expectations of customers, handling crisis issues, and dealing with a wide variety of people on a daily basis. This facilitates the orderly function of the Superintendent's and Deputy Superintendent's Office with OSH/OHA departments, state agencies, patients and the general public.

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
Superintendent		Review overall performance as it affects the successful operation of the agency and overall communication flow among staff reporting to the office.	Infrequently – Incumbent must work independently and use discretion in judgment and decisions on a daily basis. Formal quarterly performance feedback.	To assure that the hospital's mission, values, policies, procedures, and protocols are being effectively implemented.

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.

Must have excellent customer service skills, with the ability to effectively communicate detailed information, both orally and in writing, to a broad spectrum of executive, management, professional, technical, and support staff within the agency and other state and federal agencies; patients; and the public.

Communication must be at a professional level with attention to grammar, spelling, and punctuation.

Must be self-motivated and be able to meet numerous firm deadlines, with frequent interruptions in daily work schedule. Must have strong organizational skills.

Ability to work with people who have diverse interests.

Understanding of governmental relations and public policy related to issues and challenges facing mental health.

Ability to lead by example, follow and enforce policy and precedures.

Excellent computer skills to include knowledge of Microsoft Word, PowerPoint, Excel, Outlook and Teams at minimum.

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
N/A	N/A	N/A

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