



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**

**This position is:**

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

**Agency:** Oregon Health Authority

**Division:** Alcohol and Drug Policy Commission

☒ New ☐ Revised

**SECTION 1. POSITION INFORMATION**

a. Classification Title: <u>Research Analyst 4</u>		b. Classification No: <u>1118</u>	
c. Effective Date: _____		d. Position No: <u>1026387</u>	
e. Working Title: <u>Alcohol &amp; Drug Policy Research Analyst</u>		f. Agency No: <u>44300</u>	
g. Section Title: <u>Director's Office</u>		h. Budget Auth No: _____	
i. Employee Name: _____		j. Repr. Code: <u>UA</u>	
k. Work Location (City – County): <u>Salem</u>			
l. Supervisor Name: <u>Annaliese Dolph</u>			
m. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Computer	

**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.

The Alcohol and Drug Policy Commission is an independent state government agency that was created by the Oregon Legislature to improve the effectiveness and efficiency of state and local substance use disorder (SUD) prevention, treatment and recovery services for all Oregonians. The Commission's budget and shared services are within the OHA administrative structure.

The Alcohol and Drug Policy Commission (ADPC) has as its purpose, to improve the effectiveness and efficiency of state and local SUD prevention, treatment and recovery services for all Oregonians and is charged with the development, dissemination and implementation of the state's comprehensive plan to achieve that goal. The ADPC implements the plan through and provides oversight to 14 participating state agencies. It is advised by a

Commission, with members appointed by the Governor and confirmed by the Oregon Senate. The ADPC Director is appointed by and reports to the Governor.

The ADPC Vision is to build a comprehensive, statewide system where substance misuse policies, investments, and efforts support healthy Oregonians and thriving communities.

The ADPC Mission is to provide data-informed, integrated prevention, treatment, and recovery support services through public and private partnerships using equitable and culturally, linguistically, and gender specific services.

The ADPC Values are Compassion, equity, transparency, and well-being.

The ADPC Approach: Work in partnership with communities to:

- Reduce the number of Oregonians living with SUDs
- Reduce the number of Oregonians who die from ATOD use
- Reduce ATOD-related health disparities in Oregon

**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 develop a data assessment and analysis strategy to support the mission of the Alcohol and Drug Policy Commission (ADPC). This position will take lead responsibility for researching and recommending outcome and performance measures associated with effective policy and strategies based on a national body of evidence. The position will also lead a committee of data analysts from other state agencies in the development of a data system to ultimately improve the efficiency and effectiveness of the substance use disorder(SUD)services in Oregon.

### 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.

% of Time	N/R/NC	E/NE	DUTIES
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
40%			<b>Research, Planning, Design, and Analyses</b> <ul style="list-style-type: none"> <li>Research and develop outcomes and performance measures associated with effective interventions, strategies and policy based on national evidence and other available state, county, and local data.</li> <li>Collect and review national, regional, county, and local trends in data utilization and outcomes measurement.</li> <li>Review emerging practices related to data, in particular actionable data to respond to the overdose crisis.</li> <li>Determine data needed for planning, coordinating, and evaluating substance use prevention, early intervention, treatment, and recovery services.</li> </ul>

			<ul style="list-style-type: none"> <li>• Develop data extraction methodology for ongoing analysis of SUD claims data.</li> <li>• Develop and document logic structures and extraction strategies for data sets, analytical steps and code, reporting timelines, and responsibilities.</li> </ul>
40%			<p><b>Lead statewide SUD Data Collaboration</b></p> <ul style="list-style-type: none"> <li>• Engage data stewards across state agencies to identify existing data and gaps in order to effectively execute the state SUD comprehensive plan.</li> <li>• Analyze and assess cross-agency data sources and plans for data collection and develop strategic plan to collect and disseminate data necessary to improve the efficiency and effectiveness of SUD services in Oregon.</li> <li>• Guide implementation of ADPC goals and strategies across state agencies</li> <li>• Provide Technical Assistance and subject matter expertise to state agencies and local governments.</li> <li>• Provide expertise and feedback to inform SUD related dashboards to align with the ADPC strategies.</li> <li>• Develop data to practice pathways through relationships with research and evaluation communities and collaboration with other staff.</li> <li>• Participate in developing legislative related materials.</li> </ul>
20%			<p><b>Data Visualization Strategies</b></p> <ul style="list-style-type: none"> <li>• Acquire, analyze, depict, describe, report, disseminate, and defend information related to delivery of substance use services in Oregon.</li> <li>• Develop data visualization strategies to communicate in a transparent manor on the state's SUD indicators.</li> <li>• Collect feedback from Commissioners, policymakers, and stakeholders to develop a strategic plan for future data visualization strategies that align with efforts across state agencies.</li> <li>• Contribute to reports describing the impact of substance use across the substance use continuum of prevention, treatment, and recovery.</li> </ul>

## 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.**

Work is performed in a fast-paced, office environment with frequent interruptions and interactions with many people, including members of the public, partners, and staff at all levels of the agency.

The regular work schedule is Monday through Friday 8:00AM - 5:00PM and regular attendance is an essential function required to meet the demands of this job and to provide necessary support.

## 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 Administrative Rules, Oregon Laws and Revised Statutes, OHA and OHS Policies and Procedures, DAS Policies, Federal Regulations, and best practices.

- b. How are these guidelines used?

To ensure that agency processes are in compliance with state and federal law and practice.

## SECTION 6. WORK CONTACTS

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

Who Contacted	How	Purpose	How Often?
<b>Note:</b> If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Local Government	Oral and written	To answer questions and share information.	Daily
- Private Industry - Federal Congressional Delegation and Staff - Lawmakers and Staff - OR Legislative Branch	Oral and written	To answer questions, provide information, refer people seeking information to appropriate source, collaborate, advise, plan to advance workflow.	Daily
Stakeholders, Partners, Providers	Oral and written	To answer questions, provide information, refer people seeking information to appropriate source, collaborate, advise, plan to advance workflow.	Daily
Public	Oral and written	To answer questions, provide information, refer people seeking information to appropriate source,	Daily

		collaborate, advise, plan to advance workflow.	
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## SECTION 7. POSITION RELATED DECISION MAKING

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

The decisions of this position will drive data collection and data sharing across state agencies and with the ADPC in order to drive data informed decision making to increase the efficiency and effectiveness of substance use disorder services in Oregon. This will inform funding and policy decisions of the Governor and the legislature.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
ADPC Director (Govt Relations Administrator 1)	000000013690	Provide feedback and guidance on developmental goals and efficacy of work to achieve mission and vision of agency	Quarterly Reviews	Provide feedback, guidance and support.  Set performance and development goals.  Ensure analyst is receiving feedback from internal and external partners for continuous improvement.

## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? None  
How many employees are supervised through a subordinate supervisor? None
- b. Which of the following activities does this position do?
- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Plan work     | <input type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work  | <input type="checkbox"/> Hires and discharges                     |
| <input checked="" 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 & 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:

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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**Note:** If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".


## 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