



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

**Position Revised Date:**

**Agency:** Oregon Health Authority

**Division:** Public Health

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: Research Analyst 3
- b. Classification No: C1117      c. Effective Date: 10/9/24
- d. Position No: 000000168259
- e. Working Title: Medical Monitoring Project Data Analyst
- f. Agency No: 4430
- g. Section Title: HIV/STD/TB Section
- h. Employee Name: \_\_\_\_\_
- i. Work Location (City — County): Portland - Multnomah County
- j. Supervisor Name: Lea Bush
- 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.

The Public Health 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:

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 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.

*Make Oregon one of the healthiest states by preventing tobacco use; decreasing obesity/overweight; reducing suicide; preventing or reducing heart disease and stroke and increasing survivability; preventing family violence and increasing community resilience to emergencies.*

*Make Oregon’s public health system into a national model of excellence by transforming the public health system through accreditation; supporting coordinated care organizations (CCOs) in achieving community health goals; increasing the use of health impact assessments as a tool in communities; establishing mechanisms that ensure health in all policies; and maintaining excellence in epidemiology and surveillance.*

**The Office of the State Public Health Director**

The Office of the State Public Health Director (OSPHD) guides the strategy, operations, and policy of public health programs within the division, and assures an effective and coherent public

health system for Oregon. This includes extensive interactions with a range of state and local agencies and organizations, health care providers, federal agencies, and the private sector.

Under the leadership of the Office of the State Public Health Director, the Division is organized by three centers:

### **The Center for Health Protection**

The Center for Public Health Protection protects the health of individuals and communities through establishing, applying, and ensuring reliable compliance with regulatory and health-based standards. The Center's diverse programs work closely with other federal, state, and local agencies, regulated entities, and community groups. The Center's work emphasizes continuous process improvement, technical assistance, scientific assessment, ongoing monitoring, and risk communication to protect the health of all people in Oregon.

### **The Center for Prevention and Health Promotion**

The Center for Prevention and Health Promotion houses community-oriented preventive clinical and community health services and supports the policy, systems and environmental changes that promote good health. This Center guides and supports healthy communities through data collection, analysis, and reporting; by supporting the Governor's priorities around tobacco, obesity, and early learning; and, by acting as a point of contact with the healthcare system on certain key clinical prevention practices. This center will work with many partners, including local public health, childcare facilities, schools, worksites, healthcare providers, transportation, and the private sector to ensure that we reduce preventable injury, illness, and death and promote good health.

### **The Center for Public Health Practice**

The Center for Public Health Practice provides services to prevent and control diseases, monitor vital events, and assure an effective statewide public health system. CPHP programs work closely with local and tribal governments, community partners, and the public to protect and improve the health of all people in Oregon. Special emphasis is placed on communicable diseases, including epidemiology, laboratory testing, immunization, and other community control measures. CPHP screens all newborn infants for biochemical disorders to prevent disability or death and collects and analyzes vital record data to monitor health trends. The quality of statewide public health services is assured through consultation, planning, review, and accreditation of state and local agencies.

This Center's work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon's local health departments. This center has approximately 245.9 FTE and a total estimated biennial budget of \$93.9 million.

### **Human Immunodeficiency Virus (HIV), Sexually Transmitted Disease (STD), Tuberculosis (TB) Section**

The HIV, STD, and TB (HST) Section is committed to early identification and response to health events through surveillance and epidemiologic studies, intervention, education, and direct preventive action. HST programs serve all Oregonians and work directly with local health departments, private physicians, other health care providers, community-based organizations, and other state agencies.

There are six functional programs within HST: HIV Data and Analysis, HIV Community Services/OHOP, HIV Prevention, STD Prevention, TB Control and CAREAssist. The Section is responsible for planning and implementing surveillance for HIV, STD and TB, assuring accurate disease reporting, conducting epidemiologic analysis including defining populations at risk, participating in community prevention and care planning for HIV, coordinating disease intervention and contact notification, managing disease treatments for TB and STD, providing access to HIV medication and health care, managing HIV client services and education and technical assistance associated with these areas of emphasis.

**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 conduct data collection efforts, lead, and plan local survey design, and provide research and evaluation strategy in support of the Medical Monitoring Project (MMP). They will also provide research and evaluation capacity in support of OHA’s HIV Surveillance Program within the HIV/STD/TB (HST) Section.

The Medical Monitoring Project provides valuable state and national estimates of health care utilization, quality of care, severity of need, and effectiveness of prevention messages for people living with HIV. Information collected in this position is used to make evidence-based policy and funding decisions and to guide treatment services for people living with HIV/AIDS in Oregon and across the nation.

Position activities include gathering and compiling data by recruiting and interviewing MMP study participants living with HIV, abstracting data from medical records, and leading the data cleaning, data analysis, and dissemination activities to support MMP and HIV Surveillance. For MMP, this position provides data management expertise and operational support for data collection and data analyses, uses data findings to make recommendations to improve program outcomes and further study, and presents findings to internal and external partners.

This position is responsible for regularly and effectively communicating with the other members of the Oregon MMP team regarding data collection and data management issues (including training regarding hardware, software, and project guidelines/protocol changes), maintaining and transmitting all necessary/required MMP data to the U.S. Centers for Disease Control and Prevention (CDC), and to utilizing knowledge of MMP databases to assist in data analyses.

**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
20	N	E	<p><b>Data Management:</b></p> <p>Manage a variety of relevant datasets to validate and prepare data for analyses, reporting, and data dissemination. Upload and sync MMP data to relevant databases.</p> <p>Coordinate with the HIV Surveillance Epidemiologist to acquire the identities of the CDC participant list from HIV Surveillance database (eHARS).</p>

Populate the CDC Tracking Module software with participant information at the start of each MMP annual cycle per CDC guidance.

Track data entered in CDC supplied MMP database, (the DCC Portal and CDC Tracking Modules). Conduct data consistency and validity checks, data cleaning, and recoding as needed.

Use and manage the DCC Portal and CDC Tracking Modules to maintain accurate and up-to-date records of all contacts with patients and providers throughout all MMP operations.

Run reports in SAS, SPSS or similar, write syntax, update variables using a CDC supplied codebook.

Coordinate with MMP project coordinator and analysts to identify data needs. Develops strategies and procedures to improve survey and medical record abstraction outcomes. Create and implement appropriate protocols for project operations.

Develop and perform quality assurance analyses using Excel, SAS, SPSS or similar, to conduct analyses and to ensure the MMP team functions efficiently and effectively to meet annual Benchmarks set by CDC for Interviews, Medical Record Abstractions (MRAs), and Out of Care patients.

Prepare data for uploading to online data portal. Work with data portal vendor on portal function and products.

At the end of each MMP cycle Download and securely store all processed data files (which contains data collected during current and previous MMP cycles) in secured data folders.

Coordinate with HST and CDC Epidemiologists on data quality and validity for survey items and medical record abstractions. Use appropriate statistical tests to determine statistically significant differences in data, as needed. Use statistical software such as SAS, SPSS, or similar, to run analysis, write syntax, and update variables using a CDC supplied codebook.

Work with the CDC to address and resolve data instrument errors in a timely manner.

Develop and manage data file layout requirements with survey vendor. Act as the project liaison with the CDC on technical issues related to development and management of data file layout requirements.

		<p>Conduct quality assurance activities on data files throughout the data collection period of each annual cycle. Provide technical direction to HST analysts on data accuracy, quality, and validity for survey items.</p> <p>Develop a metadata or data dictionary for the MMP survey, so that questions and response types can be tracked over time. Provide documentation and search functions in design of the metadata files. Work with survey vendor and internal HST staff to ensure online survey data portal is accurate and timely.</p>
30	N	<p><b>Research Planning, Design and Development and Data Dissemination:</b></p> <p>Strategize with MMP Community Advisory Board (CAB) on the development and design of local questions of interest for the CDC survey instrument. Research and recommend validated scales and items that best meet CAB needs.</p> <p>Consult with the HST Health Equity Work Group (HEWG) to oversee the implementation of suggestions from the CAB to enhance the fairness of the survey questions.</p> <p>Develop methodology for conducting and documenting outcomes of pilot surveys to test new local questions.</p> <p>Present bi-annually at CAB meetings to provide updates on survey progress and administration, which may include data findings of interest and outcomes of local question data.</p> <p>Collaborate with partners from other MMP jurisdictions and CDC on the development of multisite analysis of local questions in common.</p> <p>Develop data analysis plan and make recommendations for dissemination of survey data</p> <p>Perform analyses of CDC Weighted MMP Interview and Medical Record Abstraction SAS datasets to generate yearly fact sheets, infographics, data charts for community partners, and updating MMP data dashboard on the OHA website.</p> <p>Present data to internal and external audiences, such as the End HIV/STI Oregon Statewide Planning Group, and at national conferences. Lead or contribute to formal narrative reports and articles for publication by Oregon Health Authority (OHA) Public Health Division or professional journals.</p> <p>Use appropriate statistical tests to determine statistically significant differences in data to inform future studies for further research, analysis, and dissemination.</p>

			<p>Lead, design, and coordinate with MMP analysts on special research studies and/or data dissemination projects.</p> <p>Lead, design, and coordinate with HST epidemiologists/analysts on any coordinated MMP and HIV surveillance studies and/or data dissemination projects</p> <p>Coordinate with HST epidemiologist to plan and design special HIV surveillance specific studies and/or data dissemination projects.</p> <p>Review narrative and statistical information gathered. Develop and create statistical or narrative summary reports, and articles for publication, including summary graphs and charts and other advance data visualization products. Summarize reports by explaining the significance of findings.</p> <p>When needed, work with Information Systems staff in the development and design of any new or enhanced information systems. Create report/export scripts to retrieve, edit, and tabulate data from various databases and files.</p> <p>Work with HIV Surveillance Manager in HIV Not in Care (NIC) investigation analysis. Not in Care investigation uses multiple data systems to determine current residence, vital status, and HIV care status such as: Accurint search database, care services databases, voter registration, correctional, and other data systems to determine current residence information for HIV cases who are out of care. Position will lead write the summary report of NIC investigation outcomes and lead other periodic NIC special studies.</p>
30	N	E	<p><b>Recruitment and interviews:</b></p> <p>Assess the eligibility of individuals selected for participation in the study and reach out to potential study participants through various communication channels in accordance with project guidelines.</p> <p>Contact participants to schedule interview appointments.</p> <p>Perform 60-minute confidential interviews with individuals affected by HIV to gather information on health behaviors, utilizing phone or in-person methods at various locations such as homes, clinics, jails, and other appropriate venues. Utilize computer aided personal interview software (CAPI) to facilitate the data collection process.</p> <p>Maintain accurate tracking records of all contacts with patients, obtain informed consents; obtain signed Release of</p>

			<p>Information (ROI) forms.</p> <p>Distribute participant recruitment materials and incentives while adhering to CDC protocols and agency fiscal management standards, document distribution.</p> <p>Provide local, regional, and state resources information to participants as needed. Track and analyze resources provided during the cycle and trends over time. Present data at MMP team meetings and to Care &amp; Treatment and Prevention Teams, as requested.</p> <p>Use program databases and other approved tools to locate contact information for study participants.</p> <p>Follow all local, state, and CDC protocols and guidelines for privacy and confidentiality.</p> <p>On a regular basis (e.g., biweekly, or monthly), analyze recruitment and participation data, and recommend quality improvement strategies to the team to address any participant response gaps.</p>
20	N	E	<p><b>Medical record abstractions:</b></p> <p>Performs a detailed review of medical records from healthcare visits and accurately inputs explicit data (such as labs, encounters, medications, diagnoses, etc.) into a secure database.</p> <p>Follow all local, state, and CDC protocols and guidelines for privacy and confidentiality when handling patient records, data storage and data security.</p> <p>Conduct quality management activities by re-abstracting medical record abstractions performed by other staff. Reabstractions for data quality management. Track errors and correct official dataset, as needed.</p>
At all Times		E	<p>Implements and recognizes the value of individual and cultural differences; creates a work environment where experience, talents and abilities are valued and respected and equity goals are supported. Consistently treats customers, partners and co-workers with dignity and respect.</p> <p>Creates effective delivery of culturally responsive, anti-racist, inclusive, and trauma-informed services, approaches, policies, and practices, including evidence of ongoing development of personal cultural awareness and humility.</p> <p>Creates and maintains a work environment that is welcoming and respectful of diversity.</p>

			<p>Sets clear guidelines and models expected professional behaviors.</p> <p>Approaches work from health equity lens seeking to address disparities which exist in communities most impacted by HIV/STD/TB</p> <p>Demonstrate openness to constructive feedback and suggestions to strengthen work performance.</p>
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## 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.**

This role involves regular communication with managers, internal and external staff, and members of the HIV community. Collaboration with a diverse group of individuals, including those from different cultures, languages, gender identities, and individuals with disabilities, to exercise diplomacy is crucial. Maintaining confidentiality is paramount. Travel may be necessary for meetings, the occasional training sessions, and for other project needs. The role may involve frequent interruptions and stringent deadlines. The work environment will be on site at the Portland State Office Building located at 800 NE Oregon Street or an agreed upon confidential remote location. Work location can be changed at any time at the discretion of the hiring manager.

The position requires extensive computer, telephone, and video conferencing usage. Adaptability to new technologies and proficiency in computer skills for creating documents, using remote learning platforms, and other software applications is required for this position. This position requires the ability and flexibility to occasional work outside of regular working hours.

This work requires being comfortable speaking directly about sensitive and emotionally activating topics.

## 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 Revised Statutes
- CDC and HST data security and confidentiality guidelines
- HIV Medical Monitoring Project Operations Manual, including the current study cycle Interview Guide and Medical Record Abstraction Guide
- Oregon Health Authority and Department of Administrative Services Policies
- Database Manuals and user guidelines to include Orpheus
- Center for Public Health Practice Investigative Guidelines
- Ryan White program policy and guidance
- HIPPA Guidelines
- State and Federal Laws and Regulations
- Department of Administrative Services/Human Resources Division's Rules and Policies / Procedures
- Database Manuals
- Special Projects of National Significance rules/regulations
- HRSA/HIV AIDS Bureau Quality Management TA Manual and additional guidance

**b. How are these guidelines used?**

Adherence to these guidelines is essential in ensuring compliance with federal and state policies related to program performance. They also support the development of policies, setting priorities, and establishing procedures. The guidelines serve as a roadmap for decision-making, access to resources, accuracy, compliance, and criteria for analysis and decision-making.

All work conducted for the HIV medical Monitoring Project, including participant recruitment, data collection via interview or medical record abstraction, and data management and transfer must adhere to the standards delineated in the HIV Medical Monitoring Project Operations Manual and associated training manuals. Position uses guidelines to advise their efforts to administer HIV Surveillance practices and to ensure strict program adherence to the highest standards of confidentiality and data maintenance regarding sensitive information.

## 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?
Study Participants	Letter, Phone, Text message, email, In person	To recruit for surveillance study, determine eligibility, and collect informed consent and interview data	Daily/Weekly
Medical record/health	Letter, phone, fax,	To coordinate medical record	Daily/Weekly

system personnel	email, in person	abstraction activities; to present findings	
MMP Community Advisory Board	Meetings, telephone, email	Present findings, explain data	Quarterly or as needed
HST program managers, HST Medical Director (MMP Principle Investigator), CDC Project Officer	Meetings, telephone, email	Collaboration on program planning and reporting, identify data needs, and analyzing data, resolve data errors, create data visualizations for MMP	Monthly or as needed
Members of the public	Letter, Phone, Text message, email, In person	To answer questions about the study, to conduct disease surveillance activities	Daily/weekly
CDC Technical Assistance Staff	Email, phone	Resolve data management issues	As needed
Office of Information Services	Email, phone, meetings	Resolve data instrument issues	As needed

## SECTION 7. POSITION-RELATED DECISION MAKING

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

All decisions for this position will be made in accordance with CDC grant requirements, national and state policies and procedures, and security & confidentiality guidelines, as well as state and local administrative rules and statutes.

This position is responsible for making decisions regarding managing datasets and analyzing project data. Based on outcomes of data analysis and program need, they will decide which data dissemination plan(s) and special research projects to propose to program managers and community partners. They will lead the creation of data dissemination projects and development of special research studies. These decisions will impact the information shared about Medical Monitoring Project data collection outcomes and inform HIV Prevention and Surveillance activities.

This position will also be responsible to suggest improvements for data collection and data quality of the project and collaborate with the Community Advisory Board and staff to develop local survey questions. Other decisions include developing strategies to best resolve technical assistance needs, errors in data, data collection systems, and working independently to solve problems when they arise – such as working directly with OIS or the CDC to solve issues with data systems.

## 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
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Public Health Manager 1	NBP / 000000160175	Direct supervision, informal huddles, team meetings, supervisory meetings	Monthly or as needed	To discuss problems as they arise, develop solutions and next steps as needed and the accomplishment of work in general.  Review progress on current task list, prioritize future assignments.  Evaluate performance. Set expectations.
Program Analyst 3 (Project Coordinator)	0000212 / 000000057293	In person, phone, email, IM	Daily	Project guidance, collaboration

## 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.

Proficient experience working with medical terminology and medical records.

Proficient experience working with (at least 2 years) of biostatistical methods for analyzing data from research or evaluations projects including survey data.

Proficient skills in interpreting results from analyses.

Proficient experience with statistical software (SPSS, SAS, STATA), data management, data visualization.

Advanced data security skills to keep all data secure whether working onsite or remotely.

To administer interviews in a language other than English, the interviewer must be a native speaker and/or demonstrate advanced fluency and accuracy in reading, listening, and speaking in that language. Bilingual Spanish/English is required and employees with this additional skill will be offered

a bilingual differential.

**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