



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
2/12/24

This position is:

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

Agency: Oregon Health Authority

Division: Oregon Public Health Division

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Public Health Administrator 1
- b. Classification No: X7012 c. Effective Date: 9/19/2025
- d. Position No: 0000176/ 000000020647
- e. Working Title: Administrator, Center for Public Health Practice
- f. Agency No: 44300
- g. Section Title: Center for Public Health Practice
- h. Employee Name: Vacant
- i. Work Location (City — County): Portland/Multnomah
- j. Supervisor Name: Naomi Adeline-Biggs
- 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 division and program in which this position exists. Include: program purpose, who's affected, size and scope. Include relationship to agency mission.

The Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians and to eliminate health inequities by 2030. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

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.

The Public Health Division's vision is: Lifelong health for all people in Oregon.

Our mission is: Promoting health and preventing the leading causes of death, disease and injury in Oregon.

The Division is aligned with the Oregon Health Authority's core values of health equity, service excellence, integrity, leadership, partnership, innovation and transparency. In our practice, these values are expressed through:

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

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

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Partnership:

- Working with stakeholders and communities to protect and promote the health of all Oregonians
- Seeking and respecting internal and external ideas
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- Committing to new ways to solve problems and developing new evidence that evolves public health practice

Transparency:

- Communicating openly and honestly and ensuring meaningful opportunities to solicit input and participate in decision-making

The Public Health Division's goal is to:

Make Oregon a place where health and wellbeing are achieved across the lifespan for people of all races, ethnicities, disabilities, genders, sexual orientations, socioeconomic status, nationalities and geographic locations.

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 Public Health Division works in partnership with governmental public health authorities, Tribes, community-based organizations and other state agencies to improve the health of every person in Oregon. The Public Health Division recognizes that the health of some communities has been disproportionately negatively impacted by policies and programs. The Public Health Division is committed to correcting these inequities by co-creating policies and programs that seek to improve health within the community and continually evaluating the work of the public health system to eliminate inequities stemmed from racism, genocide and colonialism.

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.

The Division's work affects all Oregonians. Many of the programs overseen by the Office of the State Public Health Director are administered in collaboration with Oregon's 33 local public health authorities, nine federally-recognized Tribes, NARA, community-based and culturally-specific organizations, health systems and other partners. The Division has approximately 922 FTE and is responsible for oversight of \$1,343,000,000 biennially.

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 regulations and health-based standards. The Center's diverse programs work closely with other federal, state and local agencies, regulated entities and active stakeholder 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 priorities related tobacco, physical activity, nutrition, substance use and early learning; and, by acting as a point of contact with the health system on certain key clinical prevention practices. This center works with many partners, including local public health, child care 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 disease spread, monitor vital events, and assure an effective statewide public health system. CPHP programs work closely with local and Tribal governments, community Tribal communities, people with disabilities and other communities experiencing health injustices. The individual must possess skills in cultural responsiveness, a commitment to ongoing development on unconscious bias, health equity, anti-racism, diversity and inclusion and have experience developing and implementing policies/programs that promote equity.

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:

Lead the Center for Public Health Practice by communicating a vision and setting the agenda for the Center's work within the context of the Public Health Division's strategic direction. Actively participate in shared leadership of the Division. Direct the administration and operations of the Center in alignment with Oregon statutes, administrative rules, OHA and the Divisions policies and procedures. Ensure the science and practice of public health is applied to advance Oregon as a national model of excellence by providing expertise in public health and public administration. Successfully facilitate public health policy development and implementation. Ensure the application of continuous quality improvement and performance management principles across the Center. Communicate policy and procedural information between leadership, management and program staff. Represent the Division in professional venues, to media, the Conference of Local Health Officials, federal officials and to the executive and legislative branches of government at the discretion of the State Public Health Director. Ensure that all Center activities contribute to the Oregon Health Authority strategic goal to eliminate health inequities. Identify and cultivate funding streams and strategic approaches to further community-led approaches to health. Coach and develop mid-level and senior leaders and support integration across programs within the Center and across the Public Health Division.

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%	NC	E	Leadership Provides leadership of the Center and positively contributes to the Division's leadership team. Acts as a change agent,

			accurately diagnosing context, applying critical and systems thinking, and building consensus in complex, multicultural contexts. Applies interpersonal relationship skills to influence positive outcomes. Ensures ethical public health and administrative practices. Aligns resources, motivates and inspires high performance teamwork. Serves as the Principal Investigator on federal grants, cooperative agreements, or projects. Represents the Division on state and national tasks forces and committees. Ensures all Center work is focused on the elimination of health inequities, including external, community-led plans and strategies and internal capacity building and leadership development for equity.
25%	NC	E	Administration Manages the Center and all staff and programs within the Center, including HIV/STD/TB, Immunization, Health Security, Preparedness and Response, Acute and Communicable Disease Prevention, the Oregon State Public Health Laboratory, and the Center for Health Statistics. Responsible for determining and/or recommending policy and the utilization of resources within the Center in order to meet the goals and objectives mandated by law and determined by the Governor, the Director of the Oregon Health Authority, the Director and Deputy Director of the Public Health Division by analyzing all pertinent issues and information, assessing the impact of proposed policy on the provision of services and determining the resources necessary to implement such policy in order to ensure the efficient and effective provision of services. Assure that programs and services address public health accountability metrics, Public Health Division and OHA Strategic Plan benchmarks, OHA Performance System Quarterly Performance Reporting and federal measures. Confers with senior leadership and staff to review, add or reallocate resources to meet changing program needs, resolve conflicts and ensure compliance with established policies, objectives, program priorities and applicable laws, rules and regulations.
30%	NC	E	Strategic Planning Develops plans and sets goals to eliminate health inequities and improve the functioning of the public health system to help to achieve Public Health Division's goal of developing a system that is a national model of excellence. Confers with and makes recommendations to the Director and Deputy

			Director of the Division regarding these opportunities for improvement, develops approaches, identifies the benefits and drawbacks of different approaches. Coordinates across the Division and oversees the implementation of these improvements. Areas of focus may include the systems of communication between the Public Health Division and local public health authorities, federally-recognized Tribes, community-based organizations, the county contracting process, Division engagement with the Conference of Local Health Officials committee processes, and problem solving around county reversion of public health authorities. Uses a highly collaborative approach with OHA, PHD, and local public health staff, and engages with organizations such as the Association of Oregon Counties to assess and implement solutions.
10%	NC	E	Resource Allocation Determines Center priorities by evaluating the needs of target populations and assessing the availability of human, fiscal and material resources in order to implement policy effectively.
5%	NC	E	Represents the Division and OHA by participating in interagency, intergovernmental, interstate, national, and professional associations, committees and task forces. Acts as the primary point of contact with federal agencies relevant to the Center's area of expertise and programming. Represents PHD to the Oregon legislature, media, policymakers, or other state or federal authorities.
5%	R	E	Other duties as assigned.
At all times	R	E	Create and maintain an inclusive environment for all staff.
As Needed	N	E	Develops and maintains expertise and skills in public health emergency management including Incident Command Systems, and other components of the National Incident Management System (NIMS) as it applies to responding to public health emergencies in Oregon. Serves as Incident Manager, Deputy Incident Manager, Senior Advisor or in another role as directed by the Public Health Director in a public health emergency.

At all times	N	E	Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Sets clear guidelines and models expected professional behaviors.
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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. If driving a vehicle is not essential to the position, do not require a driver's license.

The work of this role may be conducted remotely with full access to the needed operating systems and technology. There are times that the work will need to be conducted onsite. Travel is required to attend meetings, conferences, and to make presentations, both in- and out-of-state. Work is often required outside normal hours, including evenings, weekends, and holidays. Many assignments will have short timelines. May be required to be present, facilitate or resolve controversies within high conflict environments. Expected to carry PDA and maintain two way communications while on duty including evenings, holidays and weekends.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as federal and state laws, rules, regulations, executive orders, state and/or agency policies, procedures, plans or metrics, manuals, guidance documents, or desk reference materials:**

Oregon Revised Statutes
Federal laws and regulations related to Center funding and performance
Oregon Administrative Rules
Oregon Health Authority Policies and Procedures
Public Health Division Policy and Procedures
Guidelines from the Center for Disease Control and Prevention, or other national funders or standard setting institutions.

- b. How are these guidelines used?**

Assist in formulating policies and establishing priorities and procedures.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position be in regular contact? Be sure to indicate when in-person vs. remote contact is required, as well as the type of communication platform(s).

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 Administration	In person, phone, email	Relevant health and/or program issues	Daily
Legislators	In person, phone, email	Relevant health and/or program issues	As needed
Public Health Division Director/Deputy Director	In person, phone, email	Relevant health and/or program issues	Daily
Other Public Health Administrators and Managers (Federal, state, local)	In person, phone, email	Relevant health and/or program issues	Daily
Community-Based Organizations	In person, phone, email	Relevant health and/or program issues	Daily
Health Practitioners	In person, phone, email	Relevant health and/or program issues	Daily
Broadcast and print media	In person, phone, email	Relevant health and/or program issues	As needed
Public	In person, phone, email	Relevant health and/or program issues	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position is responsible for decision-making on Center priorities, program and budget development, implementation, evaluation of quality and effectiveness and personnel management. Informed, evidenced-based opinions and recommendations for policy development are expected to be provided to executive staff. Information reflective of agency policies is provided to the media, policy makers, legislature, and the public on public health issues and/or emergency situations. All Oregonians are potentially affected by decisions made at the Center Administrator level.

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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Deputy Public Health Director	1070160	In person, phone, email	Weekly	General guidance related to priorities consistent with evolving agency goals and objectives
Public Health Director	00000001	In person, phone, email	Weekly	General guidance related to priorities consistent with evolving agency goals and objectives, quarterly performance accountability and feedback

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 7
- How many employees are supervised through a subordinate supervisor? 301
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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.

Extensive knowledge of public health systems, programs and practices. Education including at least a Masters and/or Doctoral degree in public health, medicine, nursing, or a relevant science and at least 5 years of experience with public health programs.

Proven ability to direct complex public health programs and activities involving multiple partners and stakeholders.

Skill in working with legislators, the Governor's Office, and other State leaders to provide information and develop policy related to the public's health.

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

Budget constraints may require staff take unpaid furloughs at the direction of the Governor, Director of the Oregon Health Authority or the Public Health Director.

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
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Center for Public Health Practice	\$638,501,126	OF/FF/GF
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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

Insert updated ORG chart here.

Insert updated org chart here.