



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
10/11/2023

This position is:

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

Agency: Oregon Health Authority

Division: Agency Operations Division

☐ New ☐ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Information Systems Specialist 5
- b. Classification No: C1485 c. Effective Date: 07/01/1999
- d. Position No: 100As 0112
- e. Working Title: Systems Analyst
- f. Agency No: 44300
- g. Section Title: Office of Information Services
- h. Employee Name: Vacant
- i. Work Location (City — County): Salem- Marion
- j. Supervisor Name: Shannon Stamps
- 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 redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The _____ 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 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.

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:

As a Systems Analyst, you will work with customers to define detailed system requirements and create a detailed system design

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
30	R	E	Create contingency / disaster plans for recovery from operational failures. Creates detail system design documentation such as detail flowcharts and narratives, file definitions, screen layouts, etc. Responsible for insuring that the system conforms to Agency policy and that customer understands and is involved in the design and products of the system. Obtains customer approval and sign-offs. Evaluates hardware / software constraints and utilizes current, state-of-the-art techniques.
20	R	E	Interfaces with variety of users and security staff for program and system design, specifications, documentation of medium or established projects, or sections of large systems as assigned.
20	R	E	Constructs new programs and modifies existing programs in a variety of languages. Develops test plans; create test data to ensure successful business operations. Resolve problems affecting entire agency by fixing software.
15	R	E	Design medium to large systems to satisfy multi agency entities workflow; deals with performance problems affecting multiple vendors and agency; resolves resource competition issue.
10	R	E	Ensures that all documentation is finalized and properly filed upon system completion, and kept up to date when system and program changes are made. Adheres to established shop documentation and programming standards. Liaison with other staff members, as required, for purpose of sharing knowledge and experience relating to unit and individual goals, objectives, and/or assigned projects. Obtains Quality Assurance approvals at required stages of development.
5	R	NE	Other duties as assigned.
Ongoing	NC	NE	Cultural Competence <ul style="list-style-type: none"> Promotes and fosters a diverse workforce and discrimination/harassment-free workplace. Recognizes value of individual and cultural differences; creates work environment where individual differences are valued.

			<ul style="list-style-type: none"> • Consistently treats customers, stakeholders/partners, co-workers with dignity and respect. • Values diverse viewpoints. <p>Core Values</p> <ul style="list-style-type: none"> • Demonstrates awareness, understanding and alignment with OHA Core Values of Service Excellence, Leadership, Integrity, Health Equity, Partnership and Innovation. <p>Customer Service</p> <ul style="list-style-type: none"> • Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. • Maintains a work environment that is respectful and accepting of diversity. Models expected office professional behaviors
--	--	--	--

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.

Position may require periodic travel throughout the state. At times, weekend and evening work will be necessary to meet customer demands and department deadlines.

While performing the duties of this job, you will be in an open landscape environment and may be exposed to the sounds and activity of those working around you. These conditions may be in high traffic areas with moderate to loud noises and frequent interruptions. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames. The location of this position is in an office, cubicle and or an agreed upon remote work environment with significant use of a computer and video conferencing.

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:

Unit Manuals: Systems Standards and Procedures Manual.
Programmer Handbook.

b. How are these guidelines used?

Manuals used as a guideline in preparing system design documentation and ensuring project staff adheres to established shop standards.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

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?
User Coordinators	Meetings/Phone	Discuss & approve systems design	Weekly
Agency Managers/Staff	Meetings/Phone	Discuss & approve systems design	Weekly

SECTION 7. POSITION-RELATED DECISION MAKING

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

Makes design decisions for a general or detail system design, which meets customer requirements, is efficient, operable and utilizes state-of-the-art techniques. Decisions affect the efficiency of the system and its ability to meet Agency program requirements. Makes a decision on production jobs after regular work hours.

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
----------------------	-----------------	-----	-----------	-------------------

ITADM2	9400833	Online/In-Person/Meeting/Email	Daily and weekly as needed.	To review work progress, clarify program specifications and review programming test results.
System Lead – ISS8	9405538	Online/In-Person/Meeting/Email	Daily as needed	To review work schedules, discuss design and programming decisions and ensure system documentation and development methodologies adhere to shop standards.

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 checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input checked="" 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.

- Strong working knowledge of relational database techniques related to application development.
- Experience with Sybase and/or DB2.

- Experience creating or assisting in creating test databases, tables, stored procedures, queries, reports and/or server application integration.
- Ability to extract files and FTP to Unix Servers.
- Knowledge of mainframe environments.
- Experience using COBOL or other structured programming techniques.
- Knowledge of or experience with teleprocessing for business applications using CICS, TSO, EasytrievePlus and/or VSAM.
- Excellent written and verbal communication and presentation skills.
- Experience in promoting a culturally competent and diverse work environment.

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

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

