Click here to link to instructions **All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**

STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Reviewed Date:
9/4/2026

Agency: Oregon Health Authority

Division: Oregon Public Health Division

☐ 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: Operations and Policy Analyst 2
b. Classification No: C0871 **c.** Effective Date: 07-01-1987
d. Position No: 0000097 (Workday No 000000008562)
e. Working Title: Vital Records Analyst – County Liaison
f. Agency No: 44300
g. Section Title: Center for Health Statistics
h. Employee Name: Vacant
i. Work Location (City — County): Portland - Multnomah
j. Supervisor Name: Derrick Patterson
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☒ Non-Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative **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.

Oregon Health Authority

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. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. The agency is comprised of eight divisions: Agency Operations, Equity and Inclusion, External Relations, Fiscal and Operations, Health Policy and Analytics, Health Systems, Oregon State Hospital and Public Health. The Oregon Health Policy Board (OHPB) serves as the policymaking and

oversight body of OHA and is responsible for working towards comprehensive health reform in our state. The nine-member board is comprised of community members from across the state who have an interest in health and health care and have strong relationships with the communities they represent.

OHA Vision: A healthy Oregon.

OHA Mission: Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

To fulfill OHA's vision and mission, the agency is developing a strategic plan with a single overarching goal: eliminate health inequities in Oregon by 2030.

OHA definition for Health Equity:

> *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.*

Core Values: Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

The Center for Health Statistics

The Center for Health Statistics is the State of Oregon's vital records and statistics program operating under the State Registrar. The Center for Health Statistics functions within the Center for Public Health Practice under Oregon's Public Health Division and is responsible for registering, certifying, amending, and issuing Oregon vital records.

"Vital record" means a report of a live birth, death, fetal death, marriage, declaration of domestic partnership, dissolution of marriage or domestic partnership and related data that have been accepted for registration and incorporated into the official records of the Center for Health Statistics. The Center for Health Statistics is an ongoing operation or function that encompasses the agency's mission, objectives, and goals and has a clearly identifiable statutory and budget authority under Oregon Revised Statute 432, which requires that all vital events be permanently recorded and registered by OHA. These are the legal records documenting a vital event and, in the case of birth certificates, are the primary documents used to establish identity.

The Center for Health Statistics is responsible for:

- Maintaining approximately 6.5 million vital records. Birth and death records have been filed with the state since 1903 and fetal death records since 1919. Marriage records have been filed since 1906 and divorce records since 1925. Approximately 130,000 vital events occur in Oregon each year and must be registered with the state.
- Completing legal changes to vital records that must be documented and tracked. Approximately 36,500 changes to vital records occur annually.
- Issuing certified copies of vital records to customers who need these legal documents to complete essential life tasks. Approximately 141,000 certificates are issued annually.

- Compiling and analyzing the data from vital records. This data is used at the state and national level for program planning and policy development. The Center for Health Statistics is the primary source of data used for measuring key health indicators found in many health indicators projects and state and national health assessments to identify and address health inequities.
- Maintaining and modernizing the electronic vital records system known as OVERS (Oregon Vital Events Registration System). This mission critical system provides a secure web-based environment that supports robust, stable, and flexible operations for all vital records and statistics operation in the state.
- Engaging our partners to ensure the state has a strong vital records and statistics system by providing training, publishing monthly newsletters, maintaining our web site, completing reviews, and sharing information on all new laws, policies and procedures related to vital records.

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:

This position conducts program analysis and quality assurance related to vital records and statistics operations for thirty-five County Vital Records offices as the liaison between the counties and the state vital records office. The position also oversees and coordinates legislative and policy analysis for the Center; facilitates process improvement, and assists in preparing, conducting training, presentations, communication, consulting and updating materials.

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%	R	E	**Program Analysis and Quality Assurance** Conduct county reviews remotely or on site at county vital records offices triennially as required and as needed. Evaluate County Vital Records program operations and services, including record systems, at the county level, and recommend and plan actions to meet compliance with state regulations and program goals. Interpret and explain regulations, policies and procedures relevant to vital records. Collaborate with county partners to formulate long-range objectives, short-term operational goals, timing of new procedures and implementation plans. Review website for relevant content and to ensure updates are met. Recommend refinement and development of operating procedures. Attend monthly LPHA reviewers' meetings.

			Prepares report from findings in reviews, including any actions needed to bring about compliance with regulations and policies. Works with county staff to develop and implement any changes needed and/or recommended for correct application of program rules and procedures. Coordinate and complete revision of triennial review tool to ensure that the compliance tool covers correct laws, rules and policies. Gather information from county vital records staff on areas where they need assistance and training. Use that information for preparing communications, tools, reports or training to help with problem solving and improved customer service. Collaborate with county staff and CHS to develop and implement improvements related to the different processes for maintaining a secure vital records system at the county, to improving customer service, reducing costs and maintaining confidentiality of records. Develop and coordinate an alternating monthly County Vital Record workgroup to provide feedback on county vital records administration, rule changes and other changes that impact county vital records operations. Evaluate County proposals for implementing internet or phone ordering to ensure compliance with vital records laws and requirements.
15%	**NC**	**E**	**<u>Legislative and Policy Analysis</u>** Oversee writing administrative rules and legislation. Evaluate the Centers rules and statutes and recommend need for and write language for changes to administrative rules or legislation as needed. Work with program managers and subject matter experts to coordinate and propose needed legislation or administrative rules. Facilitate the rule-making process. Review and analyze bills introduced during legislative session; evaluate impact to programs and operations. Write talking points and testimony if needed. Track legislation related to Center, coordinate bill analysis and assist completing bill analysis.
15%	**R**	**E**	**<u>Process Improvement</u>** Consult with and facilitate discussions with CHS staff and managers about process improvements. Analyze operational processes, goals and objectives; identify program areas needing improvement.

			Initiate, plan and act as project manager for system or process improvement activities (Rapid Process) that have been identified. Identify project scope, required training and resources. Identify potential risks and difficulties, and design strategies to mitigate or avoid them. Track and monitor the measurements and provide summary reports to managers as needed.
45%	**R**	**E**	**<u>Training, Consultation and Communications</u>** Acts as the primary point person for responding to all County Vital record inquiries. Provide clear and accurate interpretation/explanation of vital record laws and rules, policies and procedures (orally and in writing) to county vital record offices and county clerks regarding Amendment, Certification and Registration processes. Determines training and support needs for county staff. Assist in preparing and conducting trainings on vital records registration, amendments and record issuance to county vital records Registrars, Deputies and staff as needed. Depending on audience, training may occur in person, via telephone and/or via written instruction manuals, or webinars as the situation and resources dictate. Assist in training funeral directors, Birth Information Specialists in hospitals, midwives, physicians, Medical Examiners, county clerks, state or federal agencies and CHS employees. Training may occur in person, via telephone and/or written instruction manuals, or webinars as the situation and resources dictate. Training topics include all processes related to the amending, registration and processing of birth, marriage, divorce, death, fetal death and induced termination of pregnancies. Assist Partner Services team in shared duties to write newsletter articles for monthly newsletter. Gather pertinent information from subject matter experts to write informative and accurate articles. Assist Partner Services team with communication with County Vital Records for processing commissions as needed. Remediate documents as needed to ensure communications meet accessibility standards.
5%	**R**	**NE**	**<u>Other Duties as Assigned</u>**

			Complete or act as project manager for special projects for CHS and for projects requiring implementation of legislation. Participate in the CHS Communication Committee to ensure training plans, communications and program activities are coordinated and are consistent with CHS and OHA vision and policies. Member of National Association for Public Health Statistics and Information Systems (NAPHSIS). Serve on PHD, state and national committees as assigned on behalf of CHS.
At All Times	R	E	Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents, abilities and experiences of others are valued. Consistently treats Tribes, community members, partners, co-workers, vendors, patients and consumers with dignity and respect. Create and maintain an inclusive environment for all staff.
Ongoing	N	E	Commitment to ongoing personal and professional development on the topics of anti-racism, elimination of health inequities, trauma-informed and resiliency practices, social determinants of health and equity, universal accessibility and development of diverse and inclusive work environments. Participation in equity focused trainings, resource groups, and workgroups.

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.

Working conditions are a combination of in office and in state remote location, with full access to needed operating systems and technology in either location. When remote, employee must follow DAS HR Policy 50.050.01 Working Remotely and OHA Operations Policy OHA-010-023 Flexible Work Solutions. Remote work environment will be assessed regularly to determine suitability to the work. There are times when the work must be conducted in office. The work of the Center is mission critical. Due to the nature of the duties for this position, 100% of the work is conducted in the office at the Portland State Office Building located at 800 NE Oregon Street, Portland five days a week during standard office hours for the first 6 months.

Office work may be shared to support team members working remotely.

Frequent overnight travel throughout the state. Must be willing to work a flexible schedule when traveling. Occasional overtime is necessary. Travel includes visits to county health departments, hospitals, clinics, funeral homes, county clerks, and abortion providers. Instate travel can consist of consecutive overnight stays in different locations. Must be able to drive long distances and travel alone. Must have valid driver's license. May need to transport computer equipment or training manuals. Occasional overnight out-of-state travel. Frequent telephone and in-person contact with public. Frequent meetings where employee must represent office to public and partners. Employee must be able to represent the Oregon Health Authority, Center for Health Statistics, at a professional level. Meetings occur often and attendance is required by Microsoft Teams, or in person.

Regular in-person, telephone, videoconferencing, or written contact with agency and Center personnel; occasional with the public. Meetings do occur, and attendance is required. One-on-one meetings with other staff in the Center will occur, as well as meetings with immediate supervisor and other managers.

Standard office environment with daily use of personal computer and associated local and network environments, telephones, copiers, fax machines, and other office equipment.
May sit at desk for extended periods of time. Some light lifting, reaching and stooping to load vehicles, set up presentations, pack training materials and other items associated with work. Sometimes deals with sensitive issues, challenging partners and situations. This position requires the ability to work as part of a team and handle multiple tasks simultaneously, sometimes with short time frames.

Employee may be required to use a state vehicle to conduct business; must have a valid driver's license and acceptable driving record or be able to provide suitable alternate method of transportation.

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 Statute 432;
Oregon Administrative Rule 333;
Federal and county guidelines on completion of vital records;
OHA, PHD, and Center for Health Statistics policies and procedures
DAS HR Remote Work Policy
- State HR Policy 50.050.01 – Working Remotely

OHA Remote Work Policy and guidelines
- Operational Policy OHA-010-023 – Flexible Work Solutions
- OHA Remote Work Guide

OHA Employee Handbook
Contracts with Federal agencies

b. How are these guidelines used?

OHA Employee Handbook and policies and procedures, and Center for Health Statistics policies and procedures, are used daily and relate to the general employee operations and business.

Oregon Revised Rules and Oregon Administrative Rules relate to vital records administration and are used as needed. These are the laws and rules that govern the administration of vital records in the state. Employee needs to be aware that policies do exist related to vital records.

Center for Health Statistics statutes, rules, policies and procedures related to vital records administration and general employee expectations used daily to determine procedures and options for resolution of routine and nonroutine requests.
Used daily as reference for decision-making and technical guidelines to meet requirements for vital record processes.

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?
Center personnel	Telephone/writing/ in person	To clarify/gather information	Daily/Weekly
Health care personnel (birth information specialists, medical records supervisors, hospital administrators)	Telephone/writing /in person	To clarify/gather information Interpret regulations Training/problem solving	As needed
County health department personnel	Telephone/writing/ in person	To provide information	Daily
Funeral service providers	Telephone/writing/ in person	To provide training/solve problems	Weekly
County clerks, state agencies	Telephone/writing	To provide training/solve problems	As needed
Attorneys, judges, physicians	Telephone/in writing	To provide information	As needed

Federal partners	Telephone/writing	To provide and gather information	As needed
Medical Examiners	Telephone/writing	To provide and gather information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Employee makes decisions by applying vital record statutes and rules relative to registration of vital records. Decisions affect the overall efficiency and integrity of the vital records registration system, how smoothly it operates, and the relationship with the Center's partners. Partners are from various agencies and private businesses and among various levels of authority within the organization.

Decides how (method and timing) the county vital records offices can improve to meet compliance and quality assurance standards. Interprets statutes and rules in conjunction with particular county or facility situation in determining program expectations and timelines for any actions needed to bring about compliance with regulations. Wrong decisions may result in legal action being taken against the agency. Wrong decisions in filing birth records may result in persons establishing new identities for fraudulent purposes or inaccurate vital statistics information. Decides training needs and the best method to provide training and consultation.

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
BOM1	465	Meetings and one-on-one via TEAMS, email, phone or in person.	Daily/weekly	The purpose of the review is to get the status of work, receive information on needs and proposed resolution, prioritizing tasks to current resources as needed.
BOM1	465	1.1 check-in via TEAMS	Monthly	Discuss various work related topics.

BOM1	465	1.1 Meeting to review progress of Performance Accountability Feedback- set goals via TEAMS	Quarterly	Review progress, provide feedback of PAF established goals. Create new goals at the “Final” quarter.

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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.

Registration in the Health Alert Network (HAN) to receive important public health alerts and emergency notifications.

DESIRED ATTRIBUTES:

- Strong communication providing clear and consistent information verbally and in writing to partners, staff and people with different skill levels and expertise.
- Experience providing customer service in a friendly, diplomatic and professional manner.
- Experience in project management, which includes organization and planning.
- Experience explaining laws, rules and procedures to partners and staff.
- Experience in reviewing, interpreting, analyzing bills and Oregon Administrative Rules.
- Experience developing and implementing process improvement plans for workflow efficiency.
- Proficiency in Word, Excel, Outlook, PowerPoint, Adobe software, the internet, and hardware and software troubleshooting.
- Willingness to travel during the day and some overnight stays
- Experience producing a variety of documents and reports.
- Knowledge of Oregon Vital Records.
- Experience maintaining a high level of confidentiality of all vital records information.

- Excellent team skills, as the maintenance of positive working relationships is essential.
- Ability to be flexible, since assignments and projects may change.
- Ability to work independently and manage one's own time.
- Ability to receive feedback to ensure continuous quality improvement.
- Ability to represent the Center in a professional manner.
- Experience promoting a culturally competent and diverse work environment.
- Technology skills to keep all data secure whether working in office or remotely.

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 _____