

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 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 34 local health departments, healthcare systems and partners. The Division has approximately 700 FTE and is responsible for oversight of \$524.3 million 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 regulatory and health-based standards. The Center's diverse programs work closely with other federal, state and local agencies, regulated entities and active partners. 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, 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. This Center's work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon's 34 local health departments. This center has approximately 200 FTE. The total estimated biennial budget of this Center is \$348.8 million.

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.

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 Policy Specialist evaluates and recommends program priorities to achieve state program goals or to meet funding requirements. This position determines statewide policies, procedures and priorities consistent with the mission and policies of the Oregon Health Authority, Public Health Division (OHA-PHD), the federal centers for Disease Control and Prevention, the Substance Abuse and Mental Health Services Administration and the Food and Drug Administration Center for Tobacco Products. The Policy Specialist recommends legislative concepts and policy solutions to address chronic disease prevention and related chronic disease risk factors such as tobacco use and exposure, excessive alcohol use, physical inactivity, and poor nutrition. This position provides strategic coordination and assistance to County Health Departments in enforcement of state laws and policies and the development, implementation, and enforcement of local policies to address chronic disease

prevention, tobacco control, obesity prevention and substance use disorders. This position may support other policy team members in a variety of content areas. However, the focus of this position is tobacco policy, specifically technical policy development and analysis and enforcement of the Indoor Clean Air Act.

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
40%	R	E	<p>Policy Development</p> <p>Evaluates and recommends program guidelines, policies, administrative rules, and structure for the Health Promotion and Chronic Disease Prevention Section. Evaluates and recommends program priorities and strategies to achieve state program goals or to meet funding requirements. Consults with agency leadership on strategic policy and programmatic actions for public health compliance and enforcement. Recommend legislative concepts to address the prevention, early detection, and self-management of cancer and other chronic diseases; and tobacco, obesity, other related chronic disease risk factors, and substance use disorders. Tracks data and metrics for cancer, tobacco, obesity, chronic disease, and substance use disorder strategic priorities. Tracks related legislative bills, testifies to committees on effects of proposed legislation; respond in writing and in person to legislative requests for information and report on program progress. The focus for this position is technical development and analysis of tobacco policy. Primary responsible for Indoor Clean Air Act implementation and enforcement, including management of the Workplace Exposure Monitoring System.</p>
30%	R	E	<p>Administration and Management</p> <p>Facilitates and negotiates highly complex and large-scale collaborative relationships with and among state agencies, tribal-serving organizations, health system leaders and members from local, state and national agencies, community organizations, employers and various OHA-PHD partners. Provides oversight for and implements enforcement and compliance systems and initiatives, programs, grants and contracts, and assures availability of financial, staff, and administrative resources needed to accomplish objectives. Provides guidance and oversight for grant</p>

			<p>application processes and scope of program activities. Oversees the development and monitoring of program budgets and contracts. Translates program priorities into project management and communications plans. Develops promotional and communication plans designed to maintain positive relationships with the public, partners, tribes, and other agencies. Performs related duties such as addressing community and professional organizations on agency programs and policies; resolving disputes; preparing reports and correspondence; and maintaining liaison with representatives of other agencies and/or the public.</p>
30%	R	E	<p>Strategic Leadership</p> <p>Coordinates statewide interagency, multi-disciplinary task forces and work groups on public health initiatives related to tobacco, obesity, chronic disease prevention and substance use disorder for the purposes of policy, rule, or special report development. Develops recommendations for agency heads and legislators regarding policies to effectively reduce the burden of tobacco, obesity, chronic diseases, and substance use disorders in the state. Provides strategic coordination and assistance to develop, implement and enforce state, regional and local policies to address chronic disease prevention, tobacco control, obesity prevention, and substance use disorder prevention. Represents the agency in regional and national activities related to chronic diseases, tobacco control, obesity prevention, substance use disorder prevention and public policy development.</p>
At all times			<p>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, tribal-serving organizations, community members, partners, co-workers, vendors, and consumers with dignity and respect. Create and maintain an inclusive environment for all staff.</p>
Ongoing			<p>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.</p>

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.

At least 95% of the work of this role may be conducted remotely with full access to the needed operating systems and technology. There are times that work will need to be conducted onsite. On site work occurs in a standard office environment with no unusual physical demands or exposures.

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:

Knowledge of Oregon Statutes and rules relevant to operation of Oregon Health Authority Public Health Division and administrative laws governing a public agency. Knowledge of federal legislation and guidelines governing grants and federal agencies. Awareness of and adherence to patient confidentiality standards and rules. Particular knowledge of Indoor Clean Air Act statute and rule is necessary for ongoing responsibilities of this role.

- b. How are these guidelines used?

Assist in formulating policies and establishing priorities and procedures. This position is responsible for using existing statutes, identifying, and developing internal guidelines, procedures and protocols which are consistent with federal and state law relating to the programs already in place and any future program expansion. This position is responsible for enforcing Indoor Clean Air Act statute and rules and recommending course of action, as well as policy development needs, in consultation with the Oregon Department of Justice.

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?
OHA Administration	In person, mail, phone	Relevant health and program issues	Daily
Other Public Health Administrators, Managers and staff (tribal, federal, state, regional, local)	In person, mail, phone	Relevant health and program issues	As needed
Health Practitioners	In person, mail, phone	Relevant health and program issues	As needed
OHA certified businesses	In person, mail, phone	Relevant program issues, compliance status	Annually, as needed

Public (people in Oregon, business owners, tobacco retailers interested in ICAA certification)	In person, mail, phone	Relevant health and program issues	As needed
Office of Information Services (OIS)	In person, mail, phone	Maintain and improve the ICAA Program database and web-application (Workplace Exposure and Monitoring System - WEMS)	Quarterly, as needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position carries the responsibility for administrative decision making on program priorities. Informed opinions and recommendations for policy development are expected to be provided to executive staff. Information reflective of agency policies is provided to the media and the public on public health issues and emergency situations.

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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Policy Team Lead	Variable	In person, by email, or written correspondence	Daily and/or weekly depending upon the need and situation. Will hold weekly meetings to discuss routine work and planning with Policy Team.	Consultation and guidance related to evolving program goals and objectives
State Policy, Systems and Environmental Change Manager (X7006)	786	Consultation, discussion	As needed	To provide consultation and guidance related to evolving program goals and objectives, providing general guidance.
Tobacco Retail License Manager (X7655)	000000140384	Consultation, discussion, supervision	Weekly	Consultation and guidance related to evolving program goals and objectives.
Tobacco Retail License Manager (X7655)	000000140384	Consultation, discussion	Quarterly	Review of quarterly performance; establish goals for future development; general guidance.

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.

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

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