



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
December 10, 2020

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 3
- b. Classification No: X0872 c. Effective Date: 1/11/16
- d. Position No: 1000681
- e. Working Title: Health Care and Public Health Regional Emergency Coordinator Region 9
- f. Agency No: 44300
- g. Section Title: Health Security, Preparedness and Response Program
- h. Employee Name: Vacant
- i. Work Location (City — County): Malheur, Baker, Wallowa, Union, Umatilla, Morrow Counties.
- j. Supervisor Name: DeWayne Hatcher
- 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.

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

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 partnership, service excellence, leadership, integrity and health equity. 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

The Public Health Division's goals are to:

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.

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 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 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.

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:

Responsible as the primary OHA contact and technical advisor for building and advancing systems for state and local public health and regional health care coalition made up of hospital & health systems, local public health, EMS and county emergency management for emergency preparedness and response in assigned counties or regions in Oregon. The position will monitor, support development and coordination for revision and operationalization of local and statewide emergency plans related to hazard mitigation, emergency preparedness, planning, disaster response and recovery efforts, health care medical surge, including public health epidemiological, laboratory, environmental health and immunization fields. This position serves in an operational development, technical assistance resource and advisory capacity and may serve on a state or local incident management team as requested.

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	<u>Regional Health Care Coalition (HCC) Support</u> Provides technical assistance for and managing the implementation of regional coalition preparedness, response, and recovery programs in regions or counties as assigned. Plans, determines work needed, creates, directs and implements overall workplans, budgets, strategic planning, goals and objectives for completion of required activities, as outlined in the ASPR grant guidance for regions and healthcare coalitions assigned. Creates work aids such as procedures, processes and guidelines as necessary for partners to implement program. Develops standards for planning efforts. Documents standards and policies, as required. Provides direct technical expertise to hospitals, health systems, and local health departments on emergency planning and response to integrate statewide efforts and obtain appropriate technical assistance for issues outside this position's expertise. Develops and initiates regional coalition training and exercise plans and opportunities at the local and area in coordination with the Health Security, Preparedness and Response Program, the Healthcare Preparedness Regions, and local health departments exercise requirements.

			Develops and implements local emergency communication plan that is integrated with area and statewide communication efforts. Identifies hard-to-reach/underserved populations and develops communication strategies to ensure these populations will be reached in the event of an emergency. Supports and maximizes distance learning and teleconferencing possibilities as it relates to public health emergency preparedness. Assists regional coalitions to establish mutual aid agreements. Facilitates and hosts area preparedness coalitions which include giving high level presentations and coalition building. Organizes and implements the coalition preparedness assessment processes to develop peer-to-peer technical assistance capacity. Prepares and monitors hospitals & health systems preparedness budget expenditures to ensure that resources are spent appropriately and in a timely manner.
20%	R	E	<u>Local Public Health Authority Support</u> Provides Public Health Emergency Preparedness (PHEP) Coordinator orientation and training for new PHEP Coordinators. Provides direct technical assistance on public health emergency planning and response to local health departments (LPHAs) and obtain appropriate technical assistance for issues outside this position's expertise Provides technical assistance, including providing assistance with the development of local emergency preparedness plans and design and execution of emergency exercises within the statewide public health emergency preparedness framework. Assists with the development and completion of public health emergency exercises at the local and regional level – including orientation, tabletop, functional and full-scale exercises – in coordination with the State Public Health Emergency Preparedness Program, the HPP Regions, and hospital exercise requirements. Works with local PHEP Coordinator to assist with the integration of a local health risk communication plan with regional and statewide communication efforts. Assists LPHAs in identifying improvement strategies and integrate those strategies into local LPHA work plans. Assists LPHAs in the development of plans to ensure people with access and functional needs will be served in the event of an emergency.

			Supports and maximizes training opportunities that LPHAs can benefit from as it relates to public health emergency preparedness.
20%			<u>Monitor LPHAs</u> Manages and monitors the completion of the LPHA annual capabilities assessment requirement. Manages the semi-annual and annual review of the LPHA work plan and monitor budget. Monitors and evaluates local health department performance in meeting the requirements of the state Program Element (PE) 12 contract. Assists with federal grant reporting. Schedules, implements and participates in the triennial review process. Submits an evaluation report for the triennial review and any follow-up with non-compliance issues. Manages the development and annual review of an evaluation tools to be used to monitor and evaluate local public health authority's performance in meeting the requirements of the state contract for public health emergency preparedness activities (Contract instruments derived from CDC's and ASPR's grant guidance). Oversees and implements quality improvement processes by using after action reviews, reports and real-time vulnerability assessments that document the incidents during activities.
15%	R	E	<u>Team support and partner collaboration</u> Attends, participates and facilitates as necessary local and regional preparedness meetings to support HCC or PHEP partners and OHA Preparedness and Response program. Acts as primary or backup as assigned to be local point of contact for the Chempack, which includes understanding the Chempack plan and coordinating training and sustainment visits from the CDC with the State Chempack Coordinator. Monitor and help guide local and regional hospitals & health systems planning to ensure coordinated, statewide preparedness planning and response. Facilitates the integration and coordination of county and tribal public health emergency preparedness and response with their respective county and tribal emergency management offices. Works with all state public health regional emergency coordinators and Health Security Preparedness and Response

			program to ensure coordination and integration of efforts to implement critical capacities and benchmarks in the U.S. Centers for Disease Control and Prevention and U.S. Department of Health and Human Services ASPR cooperative agreements. Familiar with and an active user for ESSENCE, HOSCAP and HAN systems to be able to support activities for local partners. Networks with other state agency partners, regional and local community partners which includes attending various meetings. Participates in statewide, department-wide training and exercises as available. Participates in development of team projects and resource tools. Attends weekly conference calls/training, quarterly in-person training and LPHA and Tribes monthly conference call/webinars. Assists and facilitates connections between hospital & health systems, local public health staff and regional or statewide partners. For assigned counties or regions bordering tribal land, work with Tribal liaison and local partners to help facilitate the integration or coordination of tribe preparedness plans with local public health emergency preparedness plans and regional plans. Engage in ongoing learning opportunities (self-directed as well as section-, division- or agency-wide) in the area of diversity, equity and inclusion to increase awareness of and commitment to addressing disproportionate impacts of disasters on historically oppressed communities.
5	NC	E	Other duties as assigned.
At all times			Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is respectful and accepting of diversity. Sets clear guidelines and models expected office professional behaviors. Establishes and maintains clear methods for reporting inappropriate actions.

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.

Duties are performed in an environment of independence and require minimal supervision.

Extensive in-state travel (one week a month) and occasional out-of-state travel is expected to attend meetings, conferences and make presentations. Travel to local health departments and tribes will be necessary. Use of microcomputers/video display terminals as well as other office equipment. During emergencies, use of communications equipment such as radio and satellite telephone. Is required to be available for 24-hour-a-day/7-day-per-week “on call” activities on a rotating basis with other HSPR staff.

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.

Always act in accordance with state policy and as a representative of the state and Oregon Health Authority-Public Health Division.

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:** HCC and CDC Cooperative Agreement and supporting documents. Appropriate Federal and State laws and rules on contract and grant administration. HCC, CDC and MRC guidelines and policies.

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

Assist in formulating policies and establishing priorities and procedures. HCC Grant outlines activities to be performed and amounts of money to be expended on preparing hospitals and health systems to respond to public health emergencies. Federal and state rules regarding grant and contract administration outline legal requirements for execution of funds by grantees and contractors.

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?
HCC	Phone/Personal/Written	Program/Project Coordination	As Needed
ASPR	Phone/Personal/Written	Program/Project Coordination	As Needed
CDC	Phone/Personal/Written	Program/Project Coordination	As Needed
Other Federal Agencies	Phone/Personal/Written	Program/Project Coordination	As Needed
Tribes	Phone/Personal/Written	Program/Project Coordination	As Needed
Other State Agencies	Phone/Personal/Written	Program/Project Coordination	As Needed
County Government Agencies	Phone/Personal/Written	Program/Project Coordination	As Needed
General Public	Phone/Personal/Written	Program/Project Coordination	As Needed

Training Providers	Phone/Personal/Written	Program/Project Coordination	As Needed
Hospital and Health Systems	Phone/Personal/Written	Program/Project Coordination	As Needed
Healthcare Providers	Phone/Personal/Written	Program/Project Coordination	As Needed
Healthcare Provider Organizations	Phone/Personal/Written	Program/Project Coordination	As Needed
Trade Associations	Phone/Personal/Written	Program/Project Coordination	As Needed
Universities	Phone/Personal/Written	Program/Project Coordination	As Needed
Contractors and Vendors	Phone/Personal/Written	Program/Project Coordination	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 for the integration and coordination of emergency planning and response between the state and counties. The State Public Health Officer, Health Security, Preparedness and Response Program Manager, and other appropriate OHA and state agency committees will be provided informed recommendations for project development.

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
PEM E, Operations Chief	1003898	Telephone, email and in person	Weekly	Ensure program goals and implementation is kept on schedule. There is a yearly formal performance appraisal.

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

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

Technology skills set to keep all data secure whether working onsite or remotely.

DESIRED ATTRIBUTES:

The following skills, knowledge, abilities and experience are preferred at the time of hire:

- Experience and demonstrated working knowledge in the hospitals and health system, and public health emergency preparedness and response fields.
- Working knowledge of quality improvement processes and project management.
- Excellent facilitation and coalition building skills.
- Experience and demonstrated working knowledge and understanding of emergency management planning concepts and public health systems.
- Ability to communicate effectively with federal, regional, local, state and non-governmental public health and public safety staff, including management and policy-level officials.
- Ability to work in fast-paced environment.
- Excellent demonstrated verbal and written communication skills.
- Working knowledge of software to prepare documents for release to the public, including development or revision of documents to formats for electronic transmission, (Microsoft Office Suite, Microsoft Project, Adobe Acrobat, html, etc.).
- This position will be expected to complete the following Incident Command System (ICS) courses within 180-days of hire and be willing to attend other ICS courses as directed: ICS-100, ICS-200, ICS-300, and ICS-400.
- Experience in Internet connectivity and associated software, hardware, and communication components is desired.
- Experience in distance-learning technology, broadcast fax, paging systems, and cellular phones is also desired.
- Experience in advancing health equity, addressing systemic health disparities and collaborating with diverse, vulnerable and underrepresented populations.

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
None		

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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date