



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
11/13/23

Agency: Oregon Health Authority

Division: Coronavirus Response and Recovery Unit

☒ 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: Public Health Administrator 1
- b. Classification No: X7012 c. Effective Date: 9/1/2021
- d. Position No: 1021304
- e. Working Title: PHD Equity Director
- f. Agency No: 44300
- g. Section Title: Office of the State Public Health Division
- h. Employee Name: _____
- i. Work Location (City — County): Portland – Multnomah
- j. Supervisor Name: _____
- 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 strategic goal is to end health inequities by 2030. OHA's 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
- Pursing 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 partners 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 one of the healthiest states by preventing tobacco use; slowing the increase of obesity; improving oral health; reducing harms associated with alcohol and substance use; preventing deaths from suicide; improving immunization rates; and protecting the population from communicable diseases.

The Public Health Division works in partnership with governmental public health authorities, communities, 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.

b. Describe the primary purpose of this position, and how it functions within this program. The primary purpose of this position is to:

Provide direction and leadership in the implementation of division-wide strategies to improve health equity and cultural responsiveness across the Oregon Health Authority-Public Health Division (PHD) and throughout the public health system. This position will lead the development and implementation of a strategic health and service equity work plans in the PHD. This position provides leadership across the all PHD work streams to ensure that decisions and processes advance OHA’s 10-year goal to eliminate health inequities. This position facilitates PHD planning and implementation through co-creation with affected communities to determine community objectives for the implementation and evolution of Healthier Together Oregon, Oregon’s State Health Improvement Plan, milestones and outcome measures for resource allocations, funding allocations, work plans and implementation of timelines with populations experiencing health and service inequities. This position serves as a decision-maker in the PHD to ensure that equity and inclusion is at the center of all work, that equity strategies are embedded in each work stream, and that there are tangible strategies and objectives incorporated into every PHD Program.

The PHD Equity Director will manage a team of managers and equity analysts embedded in the Office of the State Public Health Director and all PHD Centers to center equity across planning and operations. The PHD Equity Director will partner with OHA Equity and Inclusion Division, Community Partner Outreach Program and ODHS Office of Equity and Multicultural Services (OEMS) to ensure a cohesive approach to achieve OHA’s goal to eliminate health inequities.

The Director must effectively leverage resources from various sources to expand existing programs and develop new strategies. A key component of the work is to establish and maintain cooperative working relationships with community members, policy makers, advocates, community based organizations, LPHA’s and health care providers.

The Director must effectively communicate verbally and in writing to a variety of audiences to gain broad based support and involvement from government and corporate partners, community groups and organizations, service providers and policy-makers. Maintain ongoing communication with key partners, groups and individuals representing Oregon’s multicultural communities.

The individual must possess skills in the equity and inclusion discipline, including culturally responsive and linguistically appropriate practices, inclusive community engagement methodology, implicit bias, anti-racism and service and health equity. The individual must also have experience developing and implementing policies/programs that promote equity and reduce inequities. Experience working within the social service and/or health policy arena is a plus, as is lived experience and familiarity with the programs and services provided by OHA.

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
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50%	N	E	DIVISION LEADERSHIP <p>Serve as a member of the PHD Executive Leadership Team. Acts on agency and legislative directive to establish operational priorities required to meet agency and division requirements.</p> <ul style="list-style-type: none"> • Authority to carry through the decisions of the Public Health Director to ensure implementation of equity priorities and report results. • Advise PHD Executive Leadership and Division Management Teams on goal setting, policymaking, and strategic planning specifically regarding the impacts on achieving OHA's goal to eliminate health inequities by 2030. • Direct division equity goals and the Equity Unit. Advise division-wide and agency-wide management groups to establish equity policies; and coordinate, disseminate, and communicate decisions across the division. • Develop and disseminate strategic internal and external communication about division equity initiatives and impact on staff and the public. • Perform, participate, and/or manage projects on various subjects of interest to the division. Represent the division in a leadership capacity on key/critical task forces, work groups, and other groups outside the division including regional and national public health professional organizations and events. • Direct the execution of the strategic health and service equity plans and policies on behalf of the Public Health Division (PHD). • Develop and implement PHD policies, procedures, and equity program priorities. • Determine the most effective utilization of resources to carry out goals and objectives for providing services to communities most impacted by historical and current injustices tied to racism and oppression. • Collaborate with OHA and PHD managers and staff, among others on the development and implementation of health equity initiatives. • Participate as a strategic member of the Executive Leadership Team (ELT), which includes regularly presenting progress, work products and policy ideas with ELT for discussion and direction. • Facilitate stakeholder groups and provide support for subcommittees and ensure successful completion of work plans and deliverables. • Lead the development of grant funded work plans, progress reports and strategic communications related to health equity. • Work with OHA leadership, staff in the Equity and Inclusion Division and OEMS to identify and interpret appropriate data
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			<p>resources to identify health inequity goals over time, ensuring those data are compliant with REALD standards.</p> <ul style="list-style-type: none"> Responsible for the completion of comprehensive work plans within deadlines required.
	N	E	<p>DIRECT THE EQUITY SECTION</p> <ul style="list-style-type: none"> Directs staff in the development and implementation of equity priorities consistent with the State Health Improvement Plan, Public Health Modernization, OHA's Strategic Plan and Performance System, Affirmative Action Plan, and agency and division policies. Determine and guide a PHD culture grounded in health equity, community voice and empowerment, staff engagement, continuous quality improvement, sustainability, technology, safety, and health. Serve as a key advisor to OHA Leadership on equity issues critical to the public health system. Identifies, reports on, and represents the division on cross agency equity issues. <p><u>Fiscal Management</u></p> <ul style="list-style-type: none"> Advise on the overall division budget and division personnel/staffing levels needed to achieve community driven strategies to achieve equity and eliminate health inequities. Serve as contract administrator with delegated authority and contract verification authority. Advise on all director office budget and personnel/staffing levels. Manage funding streams for health equity programming and infrastructure. <p><u>Personnel Management</u></p> <ul style="list-style-type: none"> Oversee and direct the PHD Equity Unit including managers, operations and policy specialist and community outreach coordinators. Develop and implement staffing plans to achieve the goals of the unit while maintaining fiscal stewardship. Recruit, interview, hire, retain and develop diverse staff to provide culturally appropriate operational services and supports to PHD employees and the public. Ensure workforce development opportunities are available for all staff to advance and grow in their career and reinforce OHA and PHD strategic goals and priorities, including eliminating health inequities and dismantling systemic racism. Ensure staff and other resources meet department and division-wide budget and fiscal objectives. Monitor staff and team performance, conduct performance appraisals, respond to, and resolve employee complaints and

			grievances, and determine need for disciplinary actions.
25%	N	E	PARTNERSHIP DEVELOPMENT <ul style="list-style-type: none"> • Consult with local and state government agencies and Community-Based Organizations to provide guidance to statewide public health programs to eliminate health inequities. • Partner with local public health authorities and federally-recognized Tribes on local and Tribal-specific equity strategies, considering the uniqueness of local communities. • Represent PHD and speak on behalf of the Director on workgroups, task force and committees. • Develop meaningful partnerships with affected communities, community-based organizations, businesses, local public health authorities and the potential and current workforce to co-design initiatives to identify health inequities and address health and service equity • Proactively identify and reach out to strategic partners to co-design health equity strategies. • In collaboration with the State Health Officer, participate and help guide conversations across PHD on decolonizing public health data to shift the public health data infrastructure to be centered in equity and community needs.
10%	N	E	TRAINING AND TECHNICAL ASSISTANCE <ul style="list-style-type: none"> • With guidance from the Equity and Inclusion Division and in collaboration with the PHD Director of Operations develop a plan to build capacity among all PHD staff for successful implementation of health and service equity initiatives. • Coordinate the provision of technical assistance to local public health authorities on health equity. • Identify and contract with external partners for the provision of equity technical assistance and training.
15%	N	E	POLICY ANALYSIS AND DEVELOPMENT <ul style="list-style-type: none"> • Use population health and workforce data as well as diversity and inclusion best practices to provide policy and program recommendations. • Based on health outcomes data and health inequities, develop, and implement policies and systems changes that combat inequities and create health justice for those most impacted by poor health outcomes in Oregon. • Identify, analyze and interpret population health and workforce data for policy and procedural decision-making. • Analyze related research and legislation for impacts to health and service equity and design and implement the Public Health Division's priorities.

			<ul style="list-style-type: none"> • Make strategic health and service equity decisions that are applied across PHD.
At all times	NC	E	CONTENT EXPERTISE <ul style="list-style-type: none"> • Serve as a subject matter expert on health equity, anti-racism principles and developing culturally specific strategies. • Develop and maintain expertise on health equity to provide guidance to others. • Regularly present information about health and service equity initiatives with the Oregon Health Authority, local public health authority staff and the Oregon Public Health Advisory Board. • Consistently treats customers, partners, partners, vendors and co-workers with dignity and respect. Create and maintain a work environment that is respectful and accepting of diversity. • Set clear guidelines and models expected office professional behaviors. Establish and maintain 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.

- 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.
- Work may be occasionally required outside normal hours, including evenings or weekends. Work is conducted in a fast-paced, multiple-demand office.
- This position requires the ability to work on multiple tasks, sometimes under pressure related to time or impact. Many assignments will have short timelines. Must be able to determine priorities and flex to meet deadlines and expectations.
- This position must be able to deliver presentations in person, via telephone and via webinar to internal and external audiences.
- This position requires occasional in-state travel and some overnight travel, as well as some out-of-state travel for meetings and conferences. Requires occasional evening and weekend hours in order to attend community meetings or conferences.

SECTION 5. GUIDELINES

- List any established guidelines used in this position, such as state or federal laws or

regulations, policies, manuals, or desk procedures:

Oregon Revised Statute

- Oregon Revised Statutes and Administrative Rules
- OHA Policies and Procedures Manual
- CMS Federal Guidelines
- Federal statutes and administrative rules
- The Americans with Disabilities Act
- State Executive Order 16-09 -Affirmative Action, Diversity & Inclusion
- State Executive Order 18-03 -Promoting Diversity & Inclusion Opportunities for COBID Businesses
- OHA Tribal Consultation and Urban Indian Health Program Confer Policy
- OHA Affirmative Action Plan
- OHA Employee Resource Group Policy and Procedures
- OHA Discrimination and Harassment-Free Workplace Policy
- OHA Diversity Recruitment Procedures
- OHA Reasonable Accommodation Policy and Procedures
- OHA Non-Discrimination Policy for the Public
- OHA Alternate Format and Language Access Services Policy
- OHA Race, Ethnicity, Language and Disability Data Policy
- OHA Gender Identity and Expression Policy for Employees
- Standards and Guidelines for Cultural Competency
- Public Health Modernization Manual

b. How are these guidelines used?

These guidelines must be understood and interpreted when performing job functions. The position must assure adherence to the guidelines and be able to articulate policies to other agencies and partners.

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?
PHD staff	In person, phone, email	Plan, coordinate	At least weekly

PHD managers	In person, phone, email	Plan, coordinate	As needed
Equity and Inclusion Division staff	In person, phone, email	Plan, coordinate	As needed
OHA staff	In person, phone, email	Plan, coordinate	As needed
ODHS staff	In person, phone, email	Plan, coordinate	As needed
Representatives of health systems	In person, mail, phone	Plan, coordinate, provide information	As needed
Local public health authority staff	In person, mail, phone	Plan, coordinate, technical assistance, training, grant monitoring, provide information	At least monthly
Regional Health Equity Coalitions	In person, mail, phone	Plan, coordinate, provide information	As needed
Representatives of universities	In person, mail, phone	Plan, coordinate, provide information	As needed
Community-based organizations	In person, mail, phone	Plan, coordinate, provide information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

This position will be required to exercise independent decision-making authority.

This position advises on the strategy, goals and standards for the division's health equity priorities. The position sets the methods of effectiveness measurement and performs oversight monitoring process and procedure improvements to achieve equity.

Key decisions made affect the allocation of the overall division budget and division personnel/staffing levels. These decisions have a direct impact on the operational effectiveness of the division ensuring the continued service level of program staff, local public health departments, contractors and ultimately the citizens of Oregon.

Decision-making centers around, problem solving, policy planning, and setting a tone of direction for subordinate managers revolving around program operational priorities, program priorities, agency policy setting, available funding levels for programs and administrative needs; hiring, grievance resolution; operational effectiveness analysis, analysis of procurement and maintenance of adequate and functional data systems.

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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Public Health Division Director PEM I	0000001	In person, email, and phone	Daily	General guidance related to deliverables and priorities consistent with evolving agency goals and objectives. Annual performance review.
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SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 3
- How many employees are supervised through a subordinate supervisor? 26
- 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.

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

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

The work led by the PHD Equity Director has a direct impact on the lives of people in Oregon experiencing health inequities, including communities of color, people with disabilities and other historically marginalized communities. The individual must possess skills in cultural competency, 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.

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

The following knowledge and skills, expertise and abilities are essential for this position:

- Demonstrated knowledge and understanding in applying principles related to health equity, addressing systematic health disparities and collaborating with diverse population groups that are most impacted by health inequities.
- Demonstrated skills in the equity and inclusion discipline, including culturally responsive practice, inclusive community engagement methodology, implicit bias, anti-racism and service and health equity.

- Experience developing and implementing policies/programs that promote equity to reduce disparities. Experience working within the social service and/or health policy arena is a plus, as is familiarity with the programs and services provided by ODHS and OHA
- General knowledge of methods, techniques, methods and techniques of contract administration and procurement procedures, of principles and techniques used in budget management.
- Proven knowledge of project management principles managing multiple and large complex projects. To include overseeing project activities such as project coordination, reporting, document management and support.
- Demonstrated ability to build and steward positive relationships with diverse population groups including communities of color, tribal communities, immigrant groups, people with disabilities, and other communities most impacted by health inequities.
- May be required to respond to a public health emergency. The person in this position is required to take the Federal Emergency Management Agency's Introduction to National Incident Management System (NIMS), IS-700 course within three months of filling the position. Additional training in emergency response may be required.
- Must possess skills in the equity and inclusion discipline, including culturally responsive and linguistically appropriate practices, inclusive community engagement methodology, implicit bias, anti-racism and service and health equity.
- Must also have experience developing and implementing policies/programs that promote equity and reduce disparities.
- Experience working within the social service and/or health policy arena is a plus, as is familiarity with the programs and services provided by ODHS and OHA.

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
Public Health Division	\$100,000,000	General Funds, Federal Funds, Other Funds

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