

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:

HA 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.

b. Describe the primary purpose of this position, how it functions within this program and a summary of key duties. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to assist the Fiscal Analyst 2 position in meeting reporting requirements of grants under the Nutrition and Health Screening section.

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 |
|------------------|---------------|-------------|---|
| 45% | N | E | <p>LPHA Quarterly Report, Reconciliation, Local Agency General Ledger Review</p> <p>Make sure local agencies send in quarterly Revenue and Expenses report to OSPHD on time for NSA grant, Breastfeeding Peer Counseling grant, WIC FMNP grant; follow up with local</p> |

| | | | |
|--------------|---|---|---|
| | | | <p>agencies on missing reports.</p> <p>Review 34 local agencies' general ledger (G/L), make sure they match with quarterly revenue reports; follow up with missing GL.</p> <p>Check correctness of OSPHD's quarterly worksheet with LA quarterly report, make sure numbers match.</p> <p>Make and check quarterly reconciliation</p> |
| 25% | N | E | <p>Budget Monitoring</p> <p>Track routine and day-to-day expenditures to include local agency reimbursement requests. Monitors monthly food expenditures and the state and local administrative program expenditures. Monitor agencies that are underspending their WIC grant and notify the Sections' Fiscals Analyst 2 and others as necessary. Update WIC NSA, BFPC and FMNP quarterly grant worksheet with amounts reported by local agencies.</p> |
| 15% | N | E | <p>Time Studies</p> <p>Initiate and collect quarterly time studies from state and local agencies staff. Enter data into Excel summary worksheet.</p> |
| 10% | N | E | <p><u>Monitoring and Analysis of Fiscal Data</u></p> <p>Assist the Section's Fiscal Analyst 2 in posting charges to appropriate grants and preparing and maintaining approximately six (6) budgets for the section. Assist the Section Manager, Program Managers and Fiscal Analyst 2 in preparing fiscal reports.</p> <p>Assist the Section's Fiscal Analyst 2 in coordinating the distribution of grant funds and other payment processes for section programs.</p> <p>Prepare caseload reports on a monthly basis and caseload analysis reports. Attend and participate in caseload meetings.</p> |
| 5% | N | E | <p>Other duties as assigned.</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, community members, partners, co-workers, vendors, patients and consumers with dignity and respect.</p> |
| At all times | | | <p>Create and maintain an inclusive environment for all staff.</p> |
| Ongoing | | | |

| | | | |
|--|--|--|--|
| | | | Commitment to ongoing personal 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. |
|--|--|--|--|

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. If driving a vehicle is not essential to the position, do not require a driver's license.

This position will be required to report to the designated work site for monthly in-person All Staff meetings as safety allows. This position may be requested to report to the designated work site for other in-person meetings as safety allows. When possible, two-weeks advanced notice for these meetings will be given. Most duties of this position may be conducted remotely or at the designated work site. This position rotates with other program support staff, going into the Portland State Office building a few times per month, to provide on-site duties required to support the program.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as federal and state laws, rules, regulations, executive orders, state and/or agency policies, procedures, plans or metrics, manuals, guidance documents, or desk reference materials:

USDA federal regulations for WIC Program, and for fiscal management of federal programs. OHO Policies and Procedures Manual
Oregon WIC Policies and Procedures
Manual Oregon Administrative Rules

b. How are these guidelines used?

USDA federal regulations for WIC and fiscal management are researched and interpreted by this employee to provide program operational standards, for state and local staff, verbally and in written procedure.

OHO Policies and Procedure manual provides guidelines for this employee's activities. Oregon WIC Policies and Procedure manual is revised and expanded by this employee to provide up-to-date guidelines for program operation.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position be in regular contact? Be sure to indicate when in-person vs. remote contact is required, as well as the type of communication platform(s).

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? |
|-------------------------|-------------------------|--|------------|
| Local WIC staff | Phone/written/in-person | Interpret regulations | Daily |
| State WIC and OFH Staff | Phone/written/in-person | Coordinate efforts, provide consultation | Daily |
| USDA Regional Staff | Phone/written/in-person | Clarify regulations | Weekly |
| | | | |
| | | | |
| | | | |
| | | | |

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the relationship of these decisions to the agency's vision, mission, strategic plan and health equity definition. Be sure to explain how these decisions affect Tribes, communities of color and other communities most harmed by health inequities.

With assistance from Section Manager, Program Managers and Fiscal Analyst 2, determines strategies for carrying out job duties. Sets priorities among multiple programs demands. Decisions may affect credibility and effectiveness of PHO. Decisions may also have fiscal impact on programs.

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 |
|----------------------|-----------------|-----|-----------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? _____

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.

Familiarity with Oregon Health Authority budget and fiscal processes, including revenue and expenditure tracking and payment processes. Knowledge of federal program compliance requirements. Familiarity with WIC and Farm Direct Nutrition Programs is preferred.

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