

The OHA 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.

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

Innovation

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

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.

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.

This Center's work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon's local health departments. This center has approximately 245.9 FTE and a total estimated biennial budget of \$93.9 million.

The OHA Immunization Program works to prevent vaccine-preventable diseases in Oregon. This supports State Public Health's primary mission: to protect, preserve, and promote the health of the citizens of Oregon.

The Immunization Program participates in and supports Immunize Oregon, the statewide immunization coalition, working through and with:

Private and public health care providers	Business and industry
Professional organizations	Faith-based organizations
Community groups	Schools and child care providers
Civic and service clubs	Other stakeholders
Government agencies	

The Immunization Program:

- Educates and partners to protect the populace from vaccine preventable diseases
- Reports vaccine preventable diseases and adverse events associated with the receipt of vaccine
- Responds to vaccine preventable disease outbreaks
- Manages and distributes federal and state supplied vaccine to public and private providers

The Program provides vaccine technical assistance to Oregon's vaccine providers. It develops and distributes vaccine-related health education materials to the general public. The Program assesses immunization coverage levels.

The Program maintains a statewide immunization information system (ALERT IIS).

- ALERT IIS consolidates data from immunization providers for more complete records.
- ALERT IIS a clinical decision support tool for authorized users and provides consolidated patient immunization records and forecasts what is due now and due next.

Oregon's school immunization law is coordinated, monitored and enforced by the Program.

The Immunization Program is committed to promoting culturally competent, family-centered and community-based services.

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 purpose of this position is to carry out the objectives and goals of the agency regarding the ALERT IIS system. This position provides leadership of the ALERT IIS Change Control Team using project management principles to prioritize Immunization Program needs of the IIS. Works with the IIS vendor to meet program needs.

Coordinates and aligns immunization information with other OHA Divisions, including Medicaid, and other state agencies, including the Board of Pharmacy, the Dept of Corrections. Provides IIS technical advice to the federal Center for Disease Control and Prevention (CDC), relevant national IIS consortium and other affected communities. This position will provide recommendations to OHA leadership, other state agencies, the CDC, and other partners.

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>Systems Organizational Improvement</p> <p>Give functional guidance to ALERT IIS and other IT staff during software development, testing and quality assurance. Validate data and system function in meeting needs of interested parties and in compliance with applicable federal, state and agency statutes, rules, policies and best practice guidelines.</p> <p>Evaluate effectiveness of programs, services, and systems related to ALERT IIS through comprehensive operational research. Develop new information, establish criteria to identify and measure effectiveness, and develop methods to improve operations.</p> <p>Guide immunization program managers in methods of formulating performance measures and evaluating data related to ALERT IIS.</p> <p>Collaborate with IT staff and IIS vendor to evaluate and automate business process that utilize ALERT IIS. Works with interested parties to implement transitions from old to new processes.</p> <p>Evaluate the feasibility of ALERT IIS projects by analyzing the benefits, the required resources, projected timeframes and alignment with program priorities.</p> <p>Define system requirements by working with internal and external interested parties.</p> <p>Acts as ALERT IIS technical expert for IIS operations, data privacy, and information security.</p> <p>Ensure ALERT IIS design and operations adhere to national public health informatics standards (AIRA, HL7, FHIR) and lead implementation of interoperability requirements.</p> <p>Develop and maintain SQL-based analytic processes, data extraction protocols, and automated validation routines supporting system monitoring and data sharing.</p>

30%	R	E	<p>Policy Analysis</p> <p>Evaluate and provide recommendations for agency leadership regarding immunization information systems and their role in effectively reducing the burden of vaccine-preventable disease and recommend strategic changes and priorities for allocating agency resources.</p> <p>Assures federal, multi-state, interagency, and community coordination in establishing or maintaining work groups on public health initiatives related to immunization information systems. Develop system requirements by working with the CDC, other states, other Oregon state agencies, and community stakeholders to analyze user needs, identify gaps, and develop a comprehensive approach to immunization information systems that meets the needs of interested parties.</p> <p>Research current trends in immunization information systems related to agency operations, formulate policies and suggest legislative changes to support philosophy or changes in practice. Draft policy or policy revisions to mitigate operational risk. Give policy direction during interim period before the development of administrative rules.</p> <p>Interpret and explain agency policy and rules to staff, legislators, and the public.</p> <p>Interpret and communicate data governance standards, interoperability requirements, and IIS policies to internal and external partners.</p> <p>Represent ALERT IIS and the Immunization Program on national committees that develop policies.</p>
25%	R	E	<p>Project Management</p> <p>Plan and manage ALERT IIS operational improvement projects; identify project scope, required training and resources including data standardization, interoperability enhancements, and informatics system upgrades.</p> <p>Acts as Business Project Manager for the ALERT IIS with technical vendor and with state information technology and procurement services. Facilitate planning, scheduling, testing, and transition to production of new IIS functionality, bug fixes and maintenance requests. Identifies potential risks and issues, and designs strategies to mitigate or avoid them. Recommend changes in response to unforeseen issues or unexpected</p>

			<p>results. Coordinate with contract administrator to monitor and evaluate contractor performance, schedule and budget.</p> <p>Serve as technical translator between immunization program needs and information system requirements.</p> <p>Identify and mitigate risks arising from data exchange failures, informatics security issues, or system interoperability gaps.</p> <p>Leads the ALERT IIS Change Control team to evaluate and prioritize program needs of the IIS. Coordinate with other Oregon Immunization Program (OIP) work groups, other OHA Divisions, other state agencies, and the CDC and other federal partners as appropriate to align changes to the ALERT IIS with statewide data modernization goals.</p>
5%	E	E	<p>Other</p> <p>Performs other tasks and special projects as assigned by ALERT IIS Manager.</p> <p>Participates in cross-center activities, such as committees and work groups.</p>
At All Times	R	E	<p>Maintain a Professional Workplace</p> <p>This position is expected to perform duties in compliance with the Maintaining a Professional Workplace DAS 50.010.03 and Discrimination and Harassment Free Workplace DAS 50.010.01 policies.</p> <p>Treat customers, partners, vendors and co-workers with dignity and respect. Create and maintain a work environment that is respectful and accepting of diversity. Model trauma-informed principles and standards that include naming and interrupting racist and oppressive communications. Set clear culturally responsive guidelines for professional behaviors, and model those expectations for staff.</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.

Daily work with personal computer, often for long hours. Short timelines on many projects, including deadlines in the budgetary process, grant or policy analysis, and awarding of grants/contracts.

Employee may be required to work evenings or weekends on- or off-site as part of program's emergency response to a designated public health event. Some national travel to conferences.

Working conditions are a combination of office and remote locations, with full access to needed operating systems and technology in either location. When working remotely, employee must follow DAS HR Policy 50.050.01 Working Remotely and OHA Operations Policy OHA-010-023 Flexible Work Solutions. There are times when the work must be conducted in office. Work environment will be assessed regularly to determine suitability to the work.

Employee may be required to work evenings or weekends on- or off-site as part of program's emergency response to a designated public health event.

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:

Federal grant administration regulations and guidelines, and legislation
 Oregon Revised Statutes, Oregon Administrative Rules
 OHA Policies and Procedures Manual
 Immunization Policies and Procedures Manual
 OHA/DAS Grant/Contracts Policies and Procedures Manual
 DHS-OHA Purchasing Manual
 OHA Travel Manual
 AIRA - IIS Best Practice Guidelines

b. How are these guidelines used?

The above guidelines are used as references and procedures that clearly define job-related duties. Assist in formulating policies and establishing priorities and procedures.

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?
IIS Vendor	Phone/Email	Contract administration and ongoing operations.	Daily
Public and Private Clinic Staff	Phone/Email	Support grant activities and troubleshoot system issues.	As needed
Other state/agency staff (OIS, DAS, DOJ)	Phone/Email/In-person	Compliance with State of Oregon information technology, procurements, and legal standards. Planning and coordination of sharing immunization data.	Weekly

Federal agencies (CDC) and other states immunization staff.	Phone/ In Person	Collaboration on developing user needs and system requirements for immunization information systems. Administrative and fiscal aspects of monitoring grants	Weekly
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SECTION 7. POSITION-RELATED DECISION MAKING

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

Makes decisions about potential risk and difficulties, and design strategies to mitigate or avoid them. Including decisions on program reports, budget and grant/contract issues. Failure to effectively do so will jeopardize his/her ability to manage grants/budgets in a timely manner, and delay receiving funds from federal and other organizations. Interprets federal and state policies for local agencies. Correct interpretation is essential to ensure compliance.

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
Program Executive Manager D	702	In-person/phone/email	Daily	The position seeks consultation on work progress as appropriate, discusses problem-solving as needed, assures appropriate decisions
Program Executive Manager F – OIP Program Manager	135	In-person/phone/email	As needed	Federal Grant – PI oversight and IT project sponsor
Program Executive Manager F – PHD Directors Office	616	In-person/phone/email	As needed	IT project governance

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 checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input checked="" 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.

Budget constraints may require staff take unpaid furloughs at the direction of the Governor, Director of the Oregon Health Authority or the Public Health Director.

Bachelor's degree in computer science; informatics; public health; public administration; or closely related field. Minimum of five years of professional experience in informatics, business analysis, or IT system management; preferably in a public health, healthcare or government agency setting.

KNOWLEDGE AND SKILLS

Position requires extensive knowledge of:

- Operational research techniques, methods and practices.
- Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people.
- Practices and procedures of administrative systems typical to complex organizations.
- Theories and practices of computer systems analysis, software and hardware capabilities typical to complex organizations.
- Techniques and methods of disseminating communication within an organization.
- Qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency and productivity of technical programs.

Position requires general knowledge of:

- Principles, methods and standards of project management.
- Methods and techniques of the analysis and reporting of financial data.
- The executive and legislative decision-making process.

Position requires skill to:

- Apply quality management and improvement tools and processes to operational problems.
- Synthesize diverse facts, opinion and materials into usable work plans.
- Work effectively with senior-level decision-makers.
- Apply fact-finding and work measurement techniques to organization systems.
- Identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

- Monitor or assess performance of other individuals or organization systems to make improvements or take corrective action.
- Analyze business needs and product requirements to create or design a system.
- Determine how a system should work and how changes in conditions, operations and the environment will affect the outcomes.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Develop specific goals and plans to prioritize, organize, and accomplish work.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards.
- Develop, design, or create new applications, ideas, relationships, systems, or products.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Give full attention to what other people are saying, take time to understand the points being made, ask appropriate questions, and not interrupt at inappropriate times.
- Talk to others to effectively convey information.
- Communicate effectively in writing as appropriate for the needs of the audience.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Develop constructive and cooperative working relationships with others, and maintain them over time.
- Encourage and build mutual trust, respect and cooperation among team members.
- Translate or explain what information means and how it can be used.
- Establish long-range objectives and specify the strategies and actions to achieve them.
- Apply general rules to specific problems to produce answers that make sense.
- Combine pieces of information to form general rules or conclusions including finding a relationship among seemingly unrelated events.
- Technology skills set to keep all data secure whether working onsite 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