



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
1/20/26

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: Public Health Administrator 2
- b. Classification No: X7651 c. Effective Date: 1/20/26
- d. Position No: 1070160 Workday ID 25787
- e. Working Title: Deputy Public Health Director
- f. Agency No: 44300
- g. Section Title: Office of the State Public Health Director
- h. Employee Name: Vacant
- i. Work Location (City — County): Portland - Multnomah
- j. Supervisor Name: Naomi Adeline-Biggs
- 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 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

The Public Health Division's goal is to:

Make Oregon a place where health and wellbeing are achieved across the lifespan for people of all races, ethnicities, disabilities, genders, sexual orientations, socioeconomic status, nationalities and geographic locations.

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 Public Health Division works in partnership with governmental public health authorities, Tribes, state agencies and other public health partner organizations 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 stemmed from racism, genocide and colonialism.

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 33 local public health authorities, nine federally-recognized Tribes, NARA, community-based and culturally-specific organizations, health systems and other partners. The Division has approximately 1000 FTE and is responsible for oversight of \$1,580,000,000 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 regulations 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 priorities related to tobacco, physical activity, nutrition, substance use and early learning; and, by acting as a point of contact with the health system

on certain key clinical prevention practices. This center works with many partners, including local public health, childcare 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 disease spread, monitor vital events, and assure an effective statewide public health system. CPHP programs work closely with local and Tribal governments, community Tribal communities, people with disabilities and other communities experiencing health injustices. The individual must possess skills in cultural responsiveness, 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.

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 Public Health Division Deputy Director serves as a member of the Public Health Division executive leadership team. This position serves as the second in command and back up leader to the state Public Health Director with ability to perform all statutory functions for the Public Health Director in the absence of the Public Health Director.

The Deputy Public Health Director leads division- and public health system-wide strategic planning and large scale, statewide initiatives that impact the direction and budget for all Public Health Division programs and operations. The Deputy Public Health Director leads administration of Public Health Division programs with a focus on quality and elimination of health inequities.

The Deputy Public Health Director ensures that the science and practice of public health is applied to programs and that science and community needs guide the direction of the division. Using strong collaborative and community leadership skills, the Deputy Public Health Director provides direction and leadership for public health evaluations, assesses disproportionate risks, and develop systems for engaging communities and partners impacted by agency decisions.

The Deputy Public Health Director maintains constant awareness of public health risks and opportunities and serves as the senior advisor for the Public Health Director and the Public Health Division executive leadership team.

The Deputy Public Health Director manages the managers in the Policy and Partnerships Unit, which facilitates legislative policymaking strategy development and implementation, administrative rulemaking, partnership and accountability for local and Tribal public health services, and statewide strategic initiatives, all of which direct the strategy for the Public Health Division and the Oregon public health system as a whole.

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
30%	R	E	<u>Executive Leadership/Chief Strategist</u> - Along with the State Public Health Director, promotes public health issues, policies, and priorities to the general public, and to public and private organizations at the state, regional and national level. Represents the Division and speaks to the Governor, Legislature, and stakeholders providing public health input as needed. - Develops and implements long-range plans for public health systems and assessing the health status and trends to help develop policy and then focus resources on areas of highest priorities. - Serves as a member of the PHD Executive Leadership Team and acts on agency and legislative directive to develop policies and set strategic priorities for the division. - Develops strategic internal and external communication about policy and program issues. - Represents Public Health in strategic meetings with the Governor's staff, legislative staff (LFO and LRO), the Department of Administrative Services (DAS), federal officials, local officials, and the general public. - Works closely with OHA Government Relations and with programs to develop a system to track emerging risks and opportunities for programs, including strategic state and federal policy issues, providing situational awareness, briefing materials, and recommendations regarding strategic policy priorities to the Director. - Serves as the Executive Sponsor for the development of the State Health Improvement Plan.

			• Manages budget and strategy for implementation of Oregon's State Health Assessment and State Health Improvement Plan. • Uses a high level of technical skills to carry out legislative analysis. • Provides back-up to the Public Health Director, including implementation of all statutory functions, when needed. • Represents the division in regional and national public health policy initiatives. • Represents the Division and OHA to the media and outside parties, the federal government, committees, and advisory groups.
25%	R	E	<u>Policy, Rules, and Contract Oversight</u> • Provides leadership in developing and implementing major Division-wide policy initiatives and the development and implementation of a policy mapping and evaluation function for key priority areas. • Coordinates with the OHA External Relations Division Director, Senior Policy Advisor and Director of Finance to manage the development of Policy Option Packages and Legislative Concepts for the Division. Using professional judgment develops budgets regarding policy concepts. Builds on the existing OHA system to develop and implement a system for tracking controlling official correspondence within the Division. • Develops and reviews materials prepared for the legislature. Identify opportunities to share division priorities with elected officials; respond to legislative requests; and build a strong track record for the division as it interfaces with the legislature. • Develops proactive legislative engagement strategy for the Public Health Division. • Leads the development of the division's policy strategy, including providing training and technical assistance to division managers and staff on identifying policy priorities and strategic plans. • Ensures, thorough oversight of rules coordinator, compliance with the Secretary of State's requirements for the development and adoption of rules and brings substantive rules issues to the Director or other members of the leadership team. Works with

			programs and with communications staff and leadership to plan for and ensure the appropriate timing of rules processes and adoption. • Collaborates with the Division's Senior Assistant Attorney General to carry out periodic reviews of rules for compliance with statutes. Engage with Senior Assistant Attorney General to receive advice on pressing public health issues and to provide interpretation of legislative language when needed for policy implementation. • Develops new partnerships to support the Division's strategic priorities. • Coordinates, in conjunction with the Director of Finance Local Public Health and Tribal agreement processes and ongoing revisions. Oversees distribution of public health dollars disbursed to Local Public Health Authorities (LPHAs) and Tribes. • Communicates contract changes to LPHAs, Tribes, and state program staff.
15%	N		<u>Partnership and Collaboration</u> • Directs the manager and team that serves as the point of contact for PHD's day-to-day communications with Local Public Health Authorities (LPHAs), health departments, health districts and their delegates, the Conference of Local Health Officials, and federally-recognized Tribes to ensure a seamless, cohesive public health system. • Assures clear and complete communications with local and Tribal governmental public health partners. • Analyzes state-local and state-Tribal communications and system functioning and propose improvements. Collaborates with PHD Executive Leadership Team to ensure regular written guidance and information to local and Tribal public health officials. Facilitate relationship building between local and Tribal public health leaders and PHD leadership. • Provides oversight to the staff that manage the federal DHHS Preventive Health and Human Services Block Grant.

			- Leads oversight and accountability for general fund investment in public health modernization. Oversees budget and competitive contracts with LPHAs and Tribes. - Contributes to state-local and state-Tribal strategic planning efforts. Proposes and implements ways to engage local and Tribal public health agencies in support of PHD's strategic priorities. - Ensures that local and Tribal public health concerns and considerations are reported regularly to PHD leadership and that PHD leaders receive appropriate follow up on a timely basis.
5%	NC		<u>Advisory Boards, Committees Liaison</u> - Ensures the success of the Public Health Advisory Board through supervision of the manager and team responsible for PHAB. - Ensures the team works closely with the PHD Director and the PHAB Chair to coordinate the agenda and annual plan with members. Ensures the PHAB team adequately staffs the Board, vet's candidates, onboards new members and develops materials in support of the Board's work. Ensures the division's compliance with the Public Meetings Law. - Ensures the implementation of PHAB recommendations within and across the Division. Lead the application for funds that support the work of the Board. - Oversee the executive appointments process for all Division advisory committees, ensures appointments are up-to-date and staff, and coordinates with the OHA Director's Office and Governor's Office as needed on appointments. - Advise managers on the development of legislative task forces and required deliverables.
20%	NC	E	<u>Personnel Management</u> - Manages a team that supports the entire Oregon public health system consisting of LPHA/Tribal public health, Strategic Initiatives, and Policy - Hires, conducts performance evaluations, and administers discipline as necessary.
5%	NC	E	Other duties as assigned

At all times	R	E	Create and maintain an inclusive environment for all staff.
At All Times	NC	E	Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Sets clear guidelines and models expected professional behaviors.

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 outside of normal working hours is required to meet special work demands.

Frequent travel is required to attend meetings, conferences, and to make presentations, both in- and out-of-state. Work is often required outside normal hours, including evenings, weekends, and holidays, to meet special work demands. Many assignments will have short timelines. May be required to be present, facilitate or resolve controversies within high conflict environments. Expected to carry PDA work cell phone and maintain two-way communications while on duty including evenings, holidays and weekends.

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:

Oregon Revised Statutes
Oregon Administrative Rules
State Accounting Manual
Generally Accepted Accounting Principles
Oregon Public Employees Union Collective Bargaining Agreement
Oregon Health Authority Policies and Procedures
Attorney General's Administrative Law Manual
Attorney General's Model Public Contract Rules Manual
Attorney General's Public Records and Meetings Manual
Federal laws and rules governing program-specific grants.
State Personnel Relations Law
Federal laws, rules, regulations, procedures
OHA and Public Health policies and procedures

b) How are these guidelines used?

These guidelines are used to assist in formulating policies and establishing priorities and procedures

and to establish the parameters for carrying out the duties of this position.

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?
Local, state & federal officials	Phone/Person/Email	Program related	Frequently
PHD Director	Phone/Person/Email	Program related	Frequently
Director of Fiscal and Bus Ops, Director of Program Ops	Phone/Person/Email	Coordination, Planning	At least weekly
Administrators & Health Officers	Phone/Person/Email	Program related	As needed
Public and news media	Phone/Person	Program related	As needed
Citizen groups	Phone/Person	Program related	Frequently
Legislators	Phone/Person/Email	Program related	Frequently
Public Health Advisory Board	Phone/Person	Program related	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position is responsible for decision-making affecting PHD priorities, program and budget development, implementation, evaluation of program quality and effectiveness and personnel management. Informed, evidenced-based 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/or emergency situations. All Oregonians are potentially affected by decisions made by the Deputy Director.

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 Director	0000001	In-person/Writing/Phone/ Email	As needed	General guidance related to priorities consistent with evolving agency goals and objectives and annual performance review.
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SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 2
- How many employees are supervised through a subordinate supervisor? 13
- 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.

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.

Demonstrated experience leading program transformation related to evolving public health policy, planning, budget formulation, and legislative analysis.

Additional knowledge and skills that are essential for this position include:

- Advanced knowledge of program evaluation, program performance reporting, and strategic planning.
- Expertise in developing partnerships and strategic policy campaigns that include stakeholders, local, state and federal officials, and national partners.
- Strong political knowledge of public health issues with the demonstrated ability to respond effectively to media, community groups and special interest groups regarding politically charged situations that may be controversial.
- Ability to translate scientific information for use in public health policy development activities.

- Experience with PHD priorities areas including Public Health Modernization, tobacco control, obesity, injury, and/or community resilience.
- Expertise and experience soliciting, awarding and managing grants and/or special payments to local health departments associated with local delivery of health-focused program elements, managing technical assistance delivery to such programs and directing program performance monitoring, audits and data collection systems.
- Strong analytical skills and ability to integrate data and information from multiple sources in decision-making.
- Strong writing and presentation skills.

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 Authority	\$50,000,000	FF, OF, GF

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