



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
3/11/2025

This position is:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Public Health Division

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Epidemiologist 2
- b. Classification No: C6217 c. Effective Date: 12/30/2024
- d. Position No: 0001109; 000000026509
- e. Working Title: Home and Occupational Environments Epidemiologist
- f. Agency No: 44300
- g. Section Title: Environmental Public Health
- h. Employee Name: TBD
- i. Work Location (City — County): Portland – Multnomah and Remote
- j. Supervisor Name: Brett W. Sherry
- 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. The agency is comprised of eight divisions: Agency Operations, Equity and Inclusion, External Relations, 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:

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.

OHA's Public Health Division is responsible for leading the science and practice of population health principles in Oregon. 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 OHA's core values of partnership, service excellence, leadership, integrity and health equity. The Public Health Division ensures Oregon's public health system carries out the three core functions of public health, as defined by the Institute of Medicine – 1) assessment of the public's health through data collection and investigations of disease and injuries; 2) development of policies and programs that support improved health outcomes; and 3) assurance that those programs and policies are being implemented.

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. This Center's work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon's 34 local health departments. This center has approximately 200 FTE. The total estimated biennial budget of this Center is \$348.8 million.

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 position exists within the Environmental Public Health Section (EPH) of the Center for Health Protection. EPH identifies, assesses and reports on threats to human health from exposure to environmental hazards. It also advises the people and communities of Oregon about potential risks where they live, work, learn and play. EPH works closely with local, state and federal natural resource management, occupational safety, environmental and other agencies to understand risks to human health posed by changing conditions, policies and practices. EPH recognizes that communities of color and lower-income communities are disproportionately at risk for environmental exposures and prioritizes its work accordingly. EPH's priorities are that all people in Oregon benefit from healthy air and water; healthy homes and neighborhoods; communities that are resilient to flood, fire, drought and other changing climate effects; land-use and built-environment policies that support health; and rules that ensure safe food, lodging, and recreational facilities.

- 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 primary purpose of this position is to lead both case and outbreak investigations, including the cleaning and managing data, conducting data analysis, and writing reports for health conditions reportable under ORS 433.004. Using environmental hazard and health outcome data, the Home and Occupational Environments Epidemiologist plans, develops, conducts, and prepares reports on epidemiological studies, coordinates the work of staff in such studies, and provides consultation and assistance to others in the planning, development, and conduct of such studies.

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
50%	N	E	Project Coordination: Epidemiologic Surveillance, Investigations, and Studies <ul style="list-style-type: none">Plan, design, conduct, analyze, interpret, consult on and evaluate epidemiological studies relating to reportable conditions stemming from exposures in home and workplace environments.Identify study populations, determine appropriate study design and data-gathering instruments, data collection and analysis, and prepare summary reports.Assess the need for home and occupational health interventions using an evidence-based approach.Formulate environmental and occupational public health policy recommendations based on epidemiologic findings.Prepare data and propose agency response to proposed rulemaking by other state and federal agencies.Revise Investigative Guidelines for use by Local Public Health Authorities.Perform case and outbreak investigations for individuals with elevated blood lead levels, individuals with elevated cadmium levels, and individuals exposed to pesticides.Refer occupational exposures to partner agencies in accordance with established agreements.
30%	N	E	Data Management, Analysis, & Reporting <ul style="list-style-type: none">Review and analyze environmental health data including blood lead, cadmium, pesticide exposure, and occupational health data. Manage program data to ensure data quality.

			<ul style="list-style-type: none"> • Prepare reports on childhood blood lead testing, pesticide exposure and occupational health data for distribution, presentation, and to meet grant requirements. • Prepare written responses to outside requests for research information. • Create and maintain Data Use Agreements with outside entities. Provide technical expertise and specialized information on request. • Prepare and deliver presentations on findings. • Analyze and interpret data, including using geospatial methods. • Work with other program staff in developing summaries of data analysis and interpretation activities, and assist with the distribution of information to state, local, and national organizations.
15%	N	E	Research Planning and Design <ul style="list-style-type: none"> • Serve as the project leader in acquiring, integrating, summarizing, and visualizing environmental public health data. This includes working with national, state, and local organizations to set standards, recommend best practices, and determine methods for data sharing.
5%	N	NE	Participate in EPH section and office-wide activities to mutually further the mission and goals of the program, section and office; receive general calls from the public on a rotational basis (Tox Call); and perform other activities as assigned.
At all times	N	E	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. Create and maintain an inclusive environment for all staff.
Ongoing	N	E	Commitment to ongoing personal and professional 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. Participation in equity focused trainings, resource groups, and workgroups.

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.

Primarily remote work with occasional in-office visits. Remote workers must establish and maintain an appropriate environment and schedule when working from home. To be eligible for remote work, staff must have a work-space at home that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information accessible in their home. Staff who work remotely may be required to periodically or regularly report to a state office location as part of their job. Both local and long-distance trips for meetings outside of the office with partners and stakeholders are required.

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:

Manuals, policies and guidelines established by Environmental Public Health programs and funding agencies. Interagency agreements, cooperative agreements, grants and memoranda of understanding regarding program operations, data use, case management and referral. Oregon Public Health Division rules and statutes regarding special studies and confidentiality, other OHA/DHS policies and regulations as needed. Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) governing special studies and confidentiality. ORS and OAR governing disease reporting. Oregon Occupational Safety and Health Administration (OR-OSHA) rules on occupational safety and health. 45 Code of Federal Regulations 46 [protection of human subjects].

b. How are these guidelines used?

Guidelines and rules are used in the performance of all job duties and in interagency communication and cooperation. Guidelines are often incomplete and must be adapted for the specific circumstances under investigation. In addition, they ensure confidentiality of patient records.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

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?
State, local and community partners (including employer, industry and worker groups, advocacy organizations, etc.)	In person/phone/email	Program planning, need identification & prioritization	Weekly/monthly
OHA and other state agency programs, local health	In person/phone/email	Program planning, development, consultation	Daily/weekly

departments, data partners			
Federal agencies including CDC, EPA, OSHA	In person/phone/email	Consultation, collaboration and reporting	As needed
General public, media, health care providers, etc.	In person/phone/email	Respond to inquiries, disseminate results and data	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Will have a key role in decisions within on-going projects. Will contribute to decisions on priorities and the need for special projects within this section.

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
Compliance and Regulatory Manager 1	9221703	Review work performed	Monthly/as needed	To discuss problems as they arise and the accomplishment of work in general and future plans. To ensure good communication and maximize work productivity and effectiveness.

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

This individual must have extensive knowledge of the principles of epidemiology and biostatistics. This person should also have an understanding of the community and populations served through an occupational health surveillance program. This individual must possess the following:

- Skill in writing and analyzing general, statistical and technical reports and scientific manuscripts. Must write clear, concise and direct narrative and data reports.
- Skill in analyzing complex statewide systems, identifying problems, generating alternatives, building consensus and implementing solutions.
- Skill in public speaking and presentation. This person must be able to present, defend or verify the accuracy of data, research or administrative studies.
- Skill in providing expert level technical expertise within and outside the organization.
- General understanding of Oregon Revised Statutes and Oregon Administrative Rules applying to confidentiality of data for public health special studies and adheres to the highest standards of confidentiality regarding patient information.
- General knowledge of federal grant processes.
- Knowledge of database management and statistical analysis.
- Must possess communication skills for establishing and maintaining harmonious working relationships with internal and external partners.
- Familiar with personal computers, word processing software, SPSS and/or SAS.
- Possess good time management skills; able to prioritize tasks and meet deadlines; high attention to detail.
- Preference for bilingual Spanish skills.
- Preference for candidates with PhD degree in order to serve as preceptor for trainees.

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
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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

<div>Employee Signature</div> <div>  </div> <div>Supervisor Signature</div>	<div>Date</div> <div> 3/1/2025 </div> <div>Date</div>
<div>  </div> <div>Appointing Authority Signature</div>	<div> Mar 17, 2025 </div> <div>Date</div>