



**STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION**

**Position Revised Date:
02/09/26**

Agency: Oregon Health Authority

Division: Behavioral 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: Project Manager 3
- b. Classification No: X0856 c. Effective Date: 01/27/26
- d. Position No: NBP
- e. Working Title: Mink Bowman Senior Project Manager
- f. Agency No: 44300
- g. Section Title: Service Delivery
- h. Employee Name: Vacant
- i. Work Location (City — County): Salem/Marion or Portland/Multnomah; hybrid position
- j. Supervisor Name: Mink Bowman Manager (VACANT)
- 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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation and transparency. OHA's health equity definition is "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 redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities. The Behavioral Health Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. 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.

OHA is home to most of the state's publicly supported health programs. OHA divisions include Public Health, Equity and Inclusion, Behavioral Health, Medicaid, Health Policy and Analytics, Fiscal and Operations, and the Oregon State Hospital. The Behavioral Health Division (BHD) is responsible for the design, development, implementation, monitoring, evaluation, and

improvement of publicly funded, community-based substance use and mental health service programs.

The Behavioral Health Division (BHD) within the Oregon Health Authority (OHA) provides leadership and oversight for Oregon's publicly funded behavioral health system, ensuring access to high-quality mental health and substance use disorder services for adults, children, adolescents, young adults, and their families. BHD is organized into five key sections: the Director's Office, Service Delivery for, Child and Family Services, Quality and Compliance, and Operations and Strategy. Together, these sections manage statewide policy development, program implementation, quality assurance, and strategic planning for a system valued at approximately [\$1.64 billion]. The division collaborates with counties, tribes, local providers, and other state agencies to deliver integrated, community-based services. Aligned with OHA's mission and core values—health equity, service excellence, integrity, leadership, partnership, innovation, and transparency—BHD plays a critical role in advancing OHA's 10-year goal to eliminate health inequities by ensuring culturally responsive, evidence-based behavioral health care for all Oregonians.

This position will sit in the Behavioral Health Division's Office of Service Delivery. The Office of Service Delivery is responsible for managing and providing oversight over many of the Behavioral Health Division's largest behavioral health programs and initiatives, including those that focus on children, youth and families; forensic populations; people with complex needs; older adults; veterans; outpatient mental health and substance use disorder treatment; housing; residential treatment; and crisis services. The unit manages state and federal grants and contracts and is involved in many cross-division and cross-agency efforts to advance shared goals, such as expanding access to community-based services and developing and implementing mental health and substance use prevention strategies.

This position will be a part of a new team whose primary focus is to ensure that the Behavioral Health Division successfully tracks and executes all tasks, initiatives and compliance activities related to an ongoing federal lawsuit, known as the Mink Bowman case. The Mink Bowman case is a consolidated federal court case concerning the timely admission of people who are court-ordered to receive services at the Oregon State Hospital (OSH) because they have been found to be unable to aid and assist in their own defense. Since 2021, OHA and OSH have been working with a court-appointed expert to implement a range of initiatives to improve the timeliness of admissions to, and discharges from, the State hospital, in addition to improving access to community-based services for people once they leave the State hospital. Many of these initiatives support, and intersect with, Behavioral Health Division's core strategies to eliminate health inequities for populations who have faced historical and contemporary injustices.

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 Mink Bowman Senior Project Manager is part of a specialized four-person team responsible for leading and coordinating the management and implementation of Mink Bowman activities. The position reports to the Mink Bowman Manager, and works closely with the Mink Bowman Policy Analyst and Mink Bowman Administrative Specialist to ensure cohesive execution of all activities.

The Senior Project Manager leads all project management functions related to the Mink Bowman case, including:

- Facilitating team, divisional, and cross-agency collaboration.
- Developing and managing workplans, trackers and other tools that support effective and efficient operations.
- Proactively working with staff and other contributors to ensure timely completion of assigned actions.
- Developing and distributing regular documents and communications that summarize meetings, risks, recent accomplishments, and key upcoming actions, decisions, and dates for leadership awareness.
- Developing and updating process flows to facilitate organizational understanding of key Mink Bowman workstreams.
- Proactively identifying opportunities to improve project and program management processes.
- Engage internal and external partners to understand challenges, needs and opportunities for improving services and supports for forensic populations.

The position works closely with managers, project managers, and subject matter experts across the Behavioral Health Division to support coordinated action on shared priorities and initiatives. This position also facilitates collaboration across OHA divisions, community-based organizations, counties, and service providers to ensure inclusive, equitable, and transparent project implementation.

Position Performance Objectives:

Ensure consistent progress across assigned projects by identifying and removing barriers, as well as elevating issues to leadership as appropriate.

Prioritize community engagement in all project implementation decisions.

Facilitate discussions using equity-centered practices to support group collaboration and joint decision-making.

Ensure project timelines and deliverables are met.

Identify process improvement opportunities and notify appropriate staff for follow-up.

Maintain a clear understanding of all project related compliance requirements and ensure all documentation is complete and accurate.

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)

% of Time	N/R/NC	E/NE	DUTIES
At all times	N	E	Align Conduct with OHA’s Values and 2030 Strategic Goal • Demonstrate awareness, understanding and alignment in service delivery with the OHA Core Values of Health Equity,

			Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency. • In addition to the cultivation of equitable practices across all aspects of the position description, learn and apply knowledge and skills to interrupt systemic racism and oppression of groups most impacted by historical and contemporary racism and social injustices; Facilitate the equitable distribution or redistribution of resources and power. • Demonstrate recognition of the value of individual and cultural difference; demonstrate evidence of ongoing development of personal cultural awareness and humility; contribute to an inclusive work environment that is respectful and accepting of diversity and where talents and abilities are valued. • Contribute to a positive and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. • Model professional behavior. Interrupt and report inappropriate behaviors, especially those in violation of policy. • Promote and actively influence and shape OHA's 2030 goal of eliminating health inequities. • Hold awareness and be attentive to the direct and indirect accountabilities and opportunities within the Behavioral Health Division to positively impact and influence the goals, strategies, actions, and measures outlined in OHA's strategic plan (2024-2027). Use language that promotes equity, engagement, asset-framing, and power-sharing; when crafting written content or correspondence, reference and adhere to equity-centered communication guidelines outlined in the ODHS/OHA Writing Style Guide.
75%	N	E	Project Management: • Provide independent, highly complex project management actions and decision making across all aspects of assigned projects Projects at this level are high risk, highly complex, and require coordination across federal, state, and local agencies, as well as private and public community partners. • Coordinate with leadership and subject matter experts to identify priorities and develop project plans for high priority initiatives.

			• Marshal project resources; provide logistical support; recommend project budgets; identify project risks; develop and implement risk mitigation strategies; collaborate with partners and project team members; manage project tasks to ensure active participation of project team members; track project budget, schedule and performance while managing project changes. • Coordinate with consumers, contractors, and OHA staff to implement change management and communication strategies. • Ensure community engagement remains central to project decision making. • Plan operational improvement projects and comprehensive research studies, including identifying project scope, required training, and resource needs. • Recommend and review project budget and spending plans. • Identify potential project risks and barriers, and design strategies to mitigate or avoid them. • Manage project steps to support clear, consistent participation among project team members and other partners. • Monitor and track project budget, schedules, and performance metrics. • Coordinate project activities with internal units. • Recommend revisions to project plans in response to unforeseen changes or unexpected results. • Obtain necessary approvals for proposed changes in project scope, quality, budget, or schedule. • Lead interdisciplinary project teams responsible for delivering complex cross division and cross agency outcomes.
5%		E	Community and Partner Engagement: • Collaborate with community members, partners, and committees as needed based on project requirements. • Communicate vision, values, and major policy goals in ways that can be clearly articulated and understood by OHA staff and external partners.
15%		E	Systems and Organizational Improvement: • Evaluate organizational systems shared by state agencies through comprehensive study, and define system requirements in collaboration with partners. • Analyze user needs in relation to system functions; validate data and system performance by applying relevant state policies and procedures. • Conceptualize and develop system specifications, including detailed design documents and technical requirements.

			• Recommend policies, procedures, or priority changes to reflect the system integration goals and operational needs. • Provide guidance to technical experts to support testing and approval of system and program changes, resolve issues, and address operational problems. • Develop system documentation, manuals and training materials; recommend operating policies and procedures, and implement strategies to support system enhancements.
5%		NE	Other duties as assigned.

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 job requires frequent preparation and/or presentation of technical and professional material against assigned deadlines. Some evening and/or weekend work is required. Frequent contact and work with a variety of clinical and professional staff in a variety of office, virtual and meeting room settings is expected. Work requires identifying and coordinating delivery of optimum community based services for people from a system that is currently at maximum capacity.

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 laws, rules and funding requirements relating to Medicaid services, behavioral health, alcohol and other drug treatment plans and services, including:

- 42 CFR Part 482 – Conditions of Participation for Hospitals (relevant to psychiatric hospital standards).
- 42 CFR Part 438 – Managed Care regulations, including behavioral health services under Medicaid.
- Americans with Disabilities Act (ADA) – Ensures equitable access and treatment for individuals with mental illness.

Oregon Revised Statutes (ORS)

- ORS 161.370 – Governs procedures for individuals found unfit to proceed in criminal cases ("Aid and Assist").
- ORS 137.700 – Defines "violent felony" for restoration timelines under the Mink Bowman rulings.
- ORS 430.010 to 430.955 – Covers behavioral health services, including mental health and substance use disorder treatment.
- ORS 413.042 – Establishes the authority of OHA to administer behavioral health

programs.

- ORS 419B.005 – Defines child abuse, relevant for behavioral health services involving minors.

Oregon Administrative Rules (OAR)

- OAR Chapter 309 – Behavioral Health Services Rules administered by OHA’s Health Systems Division:
- Division 19 (OAR 309-019-0100 to 0220) – Outpatient Behavioral Health Services.
- Division 014 – Community Mental Health Programs.
- Division 015 & 016 – Residential and acute psychiatric services.
- OAR Chapter 943 – Rules governing OHA operations and behavioral health oversight.
- OAR 410-120-0000 to 1980 – Oregon Health Plan general rules, including behavioral health billing and service delivery.

State Policies and Legal Precedents

- Mink v. Oregon (2002) – Federal court ruling requiring the Oregon State Hospital (OSH) to admit individuals under Aid and Assist orders within 7 days.
- Bowman v. Matteucci (2021) – Extended Mink requirements to individuals under GEI (Guilty Except for Insanity) orders.
- Mosman Order (2022) – Set restoration time limits for Aid and Assist patients (e.g., 90 days for misdemeanors, 6–12 months for felonies).
- OHA Strategic Plan (2024–2027) – Guides all agency activities, including equity, access, and accountability.
- Behavioral Health Strategic Pillars – Focus on housing, crisis response (988), workforce, and infrastructure.

Local requirements as appropriate.

b. How are these guidelines used?

The laws, rules, policies, and procedures, together with heavy reliance on data, literature, and local provider input, define and continually update the scope and requirements of Medicaid and Behavioral health programs and services. These guidelines are used to help determine appropriate utilization of project management resources for efficient implementation.

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?
Consumers and persons with lived experience	Virtually, telephone, in person, email	Identify opportunities to improve services and programs to create a simple, meaningful and responsive system.	Weekly
State Agencies and Divisions, including	Virtually, telephone, in person, email	Coordinate meetings and communications, ensure that	Daily

Oregon State Hospital, Medicaid, Health Policy and Analytics		shared deliverables are completed in a timely fashion.	
Division Leadership	Virtually, telephone, in person, email	Respond to questions, provide status updates, make recommendations on policy, procedures, and system improvements.	Daily
Mink Bowman Court Monitor	Virtually, telephone, email	As directed by Mink Bowman Manager, respond to questions, provide status updates, execute project-management requests.	Weekly
Governor's Office	Virtually, telephone, email	As directed by Mink Bowman Manager, respond to requests for information and questions regarding OHA's project management of Mink Bowman activities.	Weekly
External Partners, including providers, city/county officials, and advocacy groups.	Virtually, telephone, in person, email	As directed by Mink Bowman Manager, respond to requests for information and questions regarding OHA's project management of Mink Bowman activities.	Weekly
General Public	Virtually, telephone, in person, email	As directed by Mink Bowman Manager, respond to requests for information and questions regarding OHA's project management of Mink Bowman activities.	Weekly

SECTION 7. POSITION-RELATED DECISION MAKING

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

- Continually addresses and solves complex problems in relation to implementation of high-profile agency initiatives.
- Responsible for managing and implementing projects that affect many Oregonians daily.
- Develops plans for use of agency resources to implement projects and meet short deadlines. Failure to provide adequate support could impede the delivery of project deliverables.
- Requires frequent management of several competing priorities with short timeframes needing decision-making at the same time.
- Make independent determinations that commit agency resources in order to meet the needs of projects on an as needed basis.
- Utilizes advanced judgement when determining how to present complex information on behalf of OHA.
- Always determine the impact of programs, policies, operations, budgets, and all other aspects of the program on health equity.
- Ensure decisions prioritize the equitable distribution or redistribution of resources and power and recognize, reconcile and rectify historical and contemporary injustices.

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
BH Policy Manager 2	NBP	Meetings, email, text, phone, TEAMS and other virtual meeting and instant messaging platforms, in-person meetings.	Daily	Supervision, problem-solving, communicate updates on progress of major tasks and projects.

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?

☒ 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.

Always determine the impact of work and all other aspects of the program on health equity. Ensure decisions prioritize the equitable distribution or redistribution of resources and power and recognizing, reconciling and rectifying historical and contemporary injustices.

The employee serves as a resource and expert for OHA in the area of Project Management and Implementation. In this capacity the position serves as a link to a variety of Federal, State and local partners in the pursuit of the OHA goals.

Principles, methods and standards of project management.

Methods and techniques of the analysis and reporting of financial data.

Operational research techniques, methods and practices.

Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people.

Theory, principles and practices of organizational behavior, analysis and evaluation.

Practices and procedures of administrative systems typical to complex organizations.

Advanced statistical methods and the application to organizational analysis.

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 administrative and technical programs.

Theory and principles of organizational systems and the methods of application to government operations.

The executive and legislative decision-making process.

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)

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

Apr 1, 2026

Date