



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
9/13/2023

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: _____
- d. Position No: 1021884
- e. Working Title: M110 Senior Project Manager
- f. Agency No: 44300
- g. Section Title: Office of Strategic Operations
- h. Employee Name: Vacant
- i. Work Location (City — County): Salem/Marion-Portland/Multnomah; Hybrid
- j. Supervisor Name: Cassie Lovett
- 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) encompasses Medicaid and Behavioral Health Programs. Behavioral Health is responsible for the design, development, implementation, monitoring, evaluation, and improvement of publicly funded, community-based addiction and mental health service programs.

In November 2020, Oregon voters passed by referendum Measure 110, or the Drug Addiction Treatment and Recovery Act.

The purpose of Measure 110 is to make screening health assessment, treatment and recovery services for substance use disorder and harmful substance use available to all those who need and want access to those services; and to adopt a health approach to substance use by removing criminal penalties for low-level drug possession.

When they passed the ballot measure, the people of Oregon recognized that substance use disorder, harmful substance use and overdoses are a serious problem in Oregon; and that Oregon needs to

expand access to drug treatment. A health-based approach to addiction and overdose is more effective, humane and cost-effective than criminal punishments. Making people criminals because they suffer from addiction is expensive, ruins lives and can make access to treatment and recovery more difficult.

The OHA Measure 110 program provides infrastructure and assistance to our Oversight and Accountability Council (OAC), the decision-making body for Measure 110. The council determines the rules that govern Measure 110 and Senate Bill 755, as well as disburses the funds from the Drug Treatment Recovery Fund through grant awards for the Behavioral Health Resource Networks established by Senate Bill 755 and for Access to Care.

This section needs to be added

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 serve as an experienced project manager to the Measure 110 program team, with aim to facilitate systems level organizational effectiveness, program management, risk assessment, program evaluation, and participatory models of quality improvement in service to promoting evolution of and engagement with Behavioral Health Resource Networks (BHRNs), Oregon's new statewide substance use recovery system.

The behavioral health system is complex and encompasses both mental health and substance use disorders. It covers the continuum of prevention, intervention, treatment and recovery support services. This position will ensure that critical behavioral health work is planned, implemented and coordinated in a timely fashion, according to policy, rule and law, and desired results are achieved. This position provides independent judgement of unique situations in order to achieve desired outcomes. The decisions required to be made combine high risk with interests including policy groups, community-based organizations, Measure 110 Behavioral Health Resource Networks, advocacy groups and state leadership or technical groups, Tribes, multiple state agencies, other government jurisdictions. Often times, decisions are needed even with unclear goals or objectives. This position is expected to rely on their extensive experience on varying projects to successfully implement high-risk projects of unknown scope. In addition, this position will Identify effective and innovative practices and policies and facilitate spread of best practices and learning forums. It will provide the assurance of equity-driven project implementation and support transparency and collaboration through the utilization of streamlined processes.

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
At all times	N	E	Consistently treat customers, stakeholders, partners, vendors and co-workers with dignity and respect. Create and maintain a work environment that is respectful and accepting of diversity. Set clear guidelines and model expected workplace professional behaviors. Establish and maintain clear methods for reporting inappropriate actions.
5%	N	E	Equity Initiatives and Leadership: Identify and focus on opportunities for increased equity in programs, projects, policy, and systems across BHD as they

			may relate to the work of system transformation, prevention, harm reduction, racial justice and health equity.
50%	N	E	Project Management: <ul style="list-style-type: none"> • Provide highly complex, autonomous actions and decision making to all aspects of projects assigned. Typical projects assigned are highly complex with high risk and combine interests of federal, state, or local agencies or private and public communities. • Coordinate with Behavioral Health and Medicaid leadership and subject matter experts to identify priorities and create project plans for high priority projects. • Independently make determinations on the best resourcing plan for all projects under prevue. • Marshal project resources; provide logistical support; recommend project budgets; identify project risks; develop risk mitigation strategies; collaborate with stakeholders and project team members; manage project steps to cause participation of project team members; track budget, schedule and performance; and manage project changes. • Coordinate with consumers, contractors, and staff throughout OHA to implement change management and communication strategies. • Ensure community engagement is at the forefront of decision making for projects. • Plan operational improvement projects and comprehensive research studies; identify project scope, required training and resources. • Recommend and review project budget and spending plan. • Identify potential risks and barriers, and design strategies to mitigate or avoid them. • Manage all M110 project steps to ensure clear and concise participation of project team members and other stakeholders. • Monitor and track project budget, schedule and performance. • Monitor and track rule changes, schedule, and performance • Coordinate project activities with internal units. • Administer project contracts; monitor and evaluate contractor performance. • Recommend changes to project plan in response to unforeseen changes or unexpected results. • Obtain approvals to proposed changes in project scope, quality, budget, or schedule. • Lead interdisciplinary project teams that have complex deliverables across the division and agency.

			<ul style="list-style-type: none"> • Independently make determinations regarding project implementation needs. • Independently mitigates risk and determines best solution for various scopes of projects.
10%		E	<p>Legislative Coordination:</p> <ul style="list-style-type: none"> • Develop and maintain working relationships with legislators and their staff. • Explain project deliverables and the effect of proposed legislation to state legislators, legislative committee members, lobbyists and task forces. • Review legislative proposals to provide implementation recommendations • Review and track state and federal legislation to ensure proper implementation resources are available to support new initiatives • Monitor implementation of legislation and develop strategies and coordinate the implementation of federal laws, regulations or requirements. • Independently advise Medicaid teams on how best to resource their legislative implementation efforts. • Independently develop long-range planning initiatives related to Oregon projects in cooperation with federal agencies (such as CMS); prepare explanatory materials for use by Oregon's congressional delegation and the Governor's office.
25%		E	<p>Systems and Organizational Improvement:</p> <ul style="list-style-type: none"> • Evaluate through comprehensive study, organizational systems shared by state agencies. Define requirements by working with stakeholders. • Analyze user needs against systems functions; validate data and system functioning by applying state policy and procedures to system functioning. • Conceptualize and develop specifications that include detailed design documents and technical specifications. • Recommend policies and procedures or priorities to reflect the system integration goals and requirements. • Provide guidance to technical experts to test and approve system and program changes, manage issues and solve problems. • Develop documentation, manuals and training; recommend operating policy and procedures and implement strategies to effect system enhancements. • Provide training, technical assistance and other resources so that the Measure 110 program team is able to engage in collaborative action and participatory models that redistribute power dynamics within the behavioral health system and serve to achieve the goal of eliminating health inequities.

5%		E	Compliance: <ul style="list-style-type: none"> • Remain knowledgeable about required federal and state regulations and how they apply to the initiatives assigned. • Review compliance monitoring plans for accuracy and completeness; make recommendations to program and policy teams for improvements. • Make recommendations to senior BHD leadership that ensures continued compliance with all state and federal regulations. • Facilitate creating business compliance plans for projects and processes as assigned to ensure long-term success.
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. This job requires extensive working knowledge and skill in project management, which is highly detailed and directive. Similarly, project management can be very fast moving and adjustments made quickly and at the last minute. 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 product can be highly visible, and of significant interest to Oregonians, legislative representatives, the press, multiple stakeholder groups and/or state associations. Work requires identifying and coordinating delivery of optimum community-based services for people from a system that is currently at maximum capacity.

Contact with internal and external partners; may require assertive, collaborative, or creative solutions to problems with delivery of services, quality of care, or data analyses.

Open office environment or virtual environment with frequent interruptions. Multiple communication streams including email, instant message, and cell phone. Travel throughout the state as needed. This work may be performed remotely within the defined workweek, utilizing on camera virtual meetings. These are daily conditions.

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:

Full working knowledge of Measure 110 Senate Bill 755 and ORS Chapter 944; and related Oregon Administrative Rules specific to Measure 110

Oversight and Accountability Council bylaws, decisions, and meeting proceeds

Federal Regulations (including but not limited 42 CFR part 2, Title 21 United States Code (USC) Controlled Substances Act, Mental Health Parity and Addiction Equity Act of 2008, The Patient Protection and Affordable Care Act, Public Law 111-148)

OHA Strategic Plan

OHA Office of Equity and Inclusion and Office of Tribal Affairs policies and procedures

OHA/Coordinated Care Organization Contracts

Federal Regulations (including but not limited to Medicare and Medicaid regulations and Health Insurance Portability and Privacy Act)

Oregon Revised Statutes

Oregon Administrative Rules

Intergovernmental Agreements

Inter- and Intra- Departmental Agreements

OHA/AMH Financial Assistance Agreements

State Medicaid Plan

OHA/OHP Mental Health Organization Agreement

OHA Direct Contracts

OHA/HSD Handbook and Confidentiality

HSD Policies and Procedures

Quality Assurance Protocols

Professional practice standards

Published reports of Best Practice Guidelines and Evidence-Based Practices

Diagnostic and Statistical manual of Mental Disorders DSM-5

System of Care Principles of Practice

Agreements with Counties, Tribes and direct contracts

.

b. How are these guidelines used?

The laws, rules, policies, and procedures, together with heavy reliance on input from communities and persons with lived experience, data, literature, and local provider input, define and continually update the scope and the detail of behavioral health treatment, systems, requirements, and services. These guidelines are used to help determine appropriate service options and system issues for people who need services and treatment for substance use disorder and harmful substance use. In addition, these guidelines are used to help determine appropriate utilization of project management resources for efficient implementation. These guidelines assist with setting parameters and requirements for administration; however, this position requires a high level of judgement and independent decision making

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	Listen to identify opportunities to improve services and programs to create a simple, meaningful and responsive system	Weekly
Oregon Health Authority Behavioral Health Staff	In person, meetings, email, phone	Collaborate to improve processes of M110 program	Daily
State and federal agencies, Governor's office	Phone, meetings, mail, in person	Discuss cooperative and complementary efforts and programs; act as liaison to federal and state partners in an effort to work collaboratively. Provide consultation and technical assistance.	Daily
Treatment Service Providers and professionals	Phone, meetings, mail, in person	Provide technical assistance, discuss revision to state wide plans and need for local tailoring. Outcome evaluation	Weekly
General Public	Phone, meetings, mail, in person	Respond to questions/concerns and outline/encourage support for effective local treatment, intervention, postvention and prevention services	Several times a month
Media and State Legislator	Phone, meetings, mail, in person	Respond to requests and provide information on the needs/breadth/quality of treatment and prevention service programs. Provide consultation and technical assistance At the request of External Relations, serve as OHA spokesperson on issues related to suicide	Weekly
Research and Evaluators	Phone, meetings, mail, in person	Review and interpret data, plan special studies and prepare informational presentations	Daily
Health Service Managers	Phone, meetings, mail, in person	Policy, procedures, and system recommendations	Daily

City and County Officials	Phone, meetings, mail, in person	Discuss local and regional plans, systems performance, and funding issues	Weekly
OHA Staff	Telephone, In Person, In Writing	Interpretation of policies and manuals, technical assistance, Work collaboratively to help achieve targeted outcomes Clarify regulations	Daily
DHS Staff	Telephone, In Person, In Writing	Work collaboratively to help achieve targeted outcomes	Often
Other state agencies	Telephone, In Person, In Writing	Coordinate program and project activities	Infrequently
Consultants	Telephone, In Person, In Writing	Work collaboratively to help achieve targeted outcomes	Infrequently
OHA Senior Leadership	Telephone, In Person, In Writing	Recommend changes to help achieve organizational objectives. Coordinate intra- and inter-organizational relationships. Coordinate and track project activities	Bi-weekly

SECTION 7. POSITION-RELATED DECISION MAKING

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

- 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.

- Continually addresses and solves complex problems in relation to implementation of high-profile agency initiatives.
- Utilizes advanced judgement when determining how to present complex information on behalf of OHA.
- Determines which information is to be used to develop reports to the legislature regarding the Measure 110 programs. Decides how to present complex information on behalf of OHA specific to Measure 110 Programs and reducing harmful substance use. These systems are highly complicated and involve sensitive and controversial components.
- 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.

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
Business Operations Manager 2	NBP	Meetings, email, text, phone, TEAMS and other virtual meeting and instant messaging platforms	As needed, daily and weekly	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.

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. The employee leads and participates in appropriate task forces, committees, workgroups and advisory panels related to policy and program development and implementation.

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.

Experience with conflict resolution and consensus building

Ability to use a trauma informed lens in interactions with community members, community partners, and grantees.

Ability to provide organizational leadership to support inter-and cross-agency collaboration and systems-wide changes that support advocacy, equity, and client-centered policies and solutions.

Strong communication skills across a variety of forms that demonstrate the ability to facilitate appreciative inquiry, foster trust and transparency, and promote human-centered change management

PREFERRED

Lived experience of these and other areas of diversity is valued and recognized as a desired qualification for this position.

Experience and knowledge of Oregon's Behavioral Health System and relational landscape of key partners, providers, community based organizations, and advocacy groups.

Experience in advancing health equity, including effective delivery of culturally responsive and inclusive services, evidence of ongoing development of personal cultural awareness and humility, and knowledge of social determinants of health and their impacts on health outcomes.

Experience facilitating the development and implementation of policies and programs at the community, state, and/or national level that promote equity and inclusion and address systemic health disparities, with an emphasis on integrating the voice of consumers with lived experience.

Experience in collaborating with diverse populations most harmed by social injustice and inequities; demonstrated ability to build and steward positive relationships with diverse community groups including communities of color, immigrant groups, the disability community, and other traditionally marginalized communities.

Specific knowledge of Oregon Administrative Rules and Oregon Revised Statutes, other applicable regulations, and program requirements.

Knowledge of health services delivery systems, particularly the Oregon Health Plan/ Medicaid Administration in Oregon, and experience in working with Community Mental Health Programs, Behavioral Health Service Providers, Coordinated Care Organizations or other managed care entities and their leadership to guide operations and policies.

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

Feb 13, 2025

Date