Click here to link to instructions **All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**

STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date: 7/01/26

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: Program Analyst 2
b. Classification No: C0861 **c.** REPR Code: OAH
d. Position No: 1014095/000000014529
e. Working Title: TB Program Specialist
f. Agency No: 44300
g. Section Title: HIV-STD-TB
h. Employee Name: VACANT
i. Work Location (City — County): Portland - Multnomah
j. Supervisor Name: Heather Blake
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt If Exempt: ☐ Executive **m.** Eligible for Overtime: ☒ Yes
☒ Non-Exempt ☐ Professional ☐ No
☐ Administrative
☐ Computer

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 redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices." OHA's 10-year goal is to eliminate health inequities.

The Public 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
- Pursing 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 partners and communities to protect and promote the health of all Oregonians
- Seeking, learning from, 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.

Insert section/unit description here:
Human Immunodeficiency Virus (HIV), Sexually Transmitted Disease (STD), Tuberculosis (TB) Section.

The Center for Public Health Practice, HIV/STD/TB (HST) Section works to reduce the rates of gonorrhea, syphilis, and chlamydia infections, eliminate new HIV infections, improve health outcomes of persons living with HIV, and reduce the incidence of tuberculosis (TB) disease among Oregonians.

In Oregon, incidence and access to prevention and treatment services related to HIV, STD, and TB demonstrate the effects of social determinants of health and intersectionality and the need for improved health equity:

Document Name: RCP-0272-1014095 PA2_PD_8-13-26.pdf Transaction ID: CBJCHBCAABAAHmhpLDNi6lJDaA7OvSNyIXa8Om02miBq

- People of color are overrepresented in HIV, STD, and TB diagnoses.
- HIV and TB disproportionately affect persons experiencing homelessness, persons with a history of incarceration, and persons who use drugs.
- Women, younger people, and people of color are less likely to be prescribed HIV pre-exposure prophylaxis (PrEP).
- Among people living with HIV, younger people, people of color, people who inject drugs and people living in rural Oregon counties are each less likely to be virally suppressed.

HST programs include HIV Surveillance, HIV Prevention, STD Prevention, the Tuberculosis Program, HIV Community Services, Oregon Housing Opportunities in Partnership and CAREAssist. The Section is responsible for data collection and surveillance activities, data dissemination, epidemiologic analysis, facilitating community led planning, coordinating disease intervention and contact notification, ensuring access to treatment, managing client service programs, providing education and technical assistance.

Our work strives to:
Ensure equal opportunity to achieve the highest attainable level of health for all populations through policies, programs and strategies that respond to the cultural factors that affect health. Correct historic injustices borne by certain populations. Prioritize development of strong cultural responsiveness by public health organizations.

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 guide and monitor the work of public health partners across Oregon in eliminating TB, through processes such as: transferring TB cases and contacts to other jurisdictions; managing B waiver immigrant follow-up;; and managing large contact investigations. In collaboration with OHA, Local Public Health Authorities (LPHA), correctional facilities, and Tribes, this position will plan and facilitate the TB program evaluation, the TB elimination plan, and programs linking patients to medical care, Oregon Health Plan, and other supportive services

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

Note: *If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

% of Time	N/R/NC	E/NE	DUTIES
40%	N	E	**Program Administration** • Facilitate Interjurisdictional Transfer Notifications (IJNs) of TB cases and contacts to and from jurisdictions outside Oregon. • Track incoming and outgoing IJNs and ensure follow-

			up is completed and documented. • Consult with and directly assist LPHAs on B-waiver immigrant follow-up. This includes obtaining follow-up test results and LTBI treatment information from medical provider, and ensuring LPHA's TB follow-up worksheet is completed and submitted in the Electronic Disease Notification (EDN) system in a timely manner to support National Tuberculosis Indicators Project (NTIP) goals. • Receive airline exposure notifications from Epi-X and notification of unaccompanied minors exposed to TB from the Department of Homeland Security. • Notify LPHA of exposed people living within their jurisdiction and provide instruction for follow-up. • With TB program team members, assist LPHAs with large and complex contact investigations. Activities include: obtaining information about location of contacts through record search resources; reviewing and abstracting information from clinical and public health records; maintaining line lists and contact databases; identifying barriers to contact evaluation and treatment; helping address health equity concerns; participating in meetings with LPHAs; and writing reports to summarize investigation and response activities. • Generate quarterly reports from ORPHEUS to develop LPHA invoices for TB case management and B-waiver follow-up. • With TB Controller and TB Epidemiologist, develop and implement annual TB program evaluation plan based upon NTIP data or other program areas which need improvement. • Project manage and review CDC grant applications, renewals, and reporting. Evaluate documents against requirements. • Administer contract(s) with TB medical consultant, and additional contracts as assigned.

			• Review public facing documents and data collection methods with an equity lens. Coordinate PHD Equity Support and external resources as needed. • Coordinate LPHAs, OHA and community groups as required for TB outbreak and cluster response. This could include outreach at health fairs, clinics and community events. • Regularly review TB program website to identify necessary revisions and updates and coordinate revisions with AS1 web editor.
35%	N	E	**Project Monitoring** Monitor and support LPHAs with completion of contact data in TB surveillance system (ORPHEUS) to support compliance and performance on Aggregate Reports for Tuberculosis Program Evaluation (ARPE) indicators. • Assist new LPHA staff in obtaining and maintaining Electronic Disease Notification (EDN) access. • Research and connect LPHAs to resources for video directly observed therapy (VDOT). Act as point person and subject matter expert on VDOT resources such as secure platforms, cell phones, protocols, etc. • Develop and provide cost-effective training and coaching to LPHA staff on interjurisdictional transfers, B waiver immigrant follow-up, VDOT and community resources. • Liaise with Oregon Health Plan and LPHAs to promote billing for directly observed therapy, RN TB case management, and medications as appropriate. • Assist LPHA staff in finding immediate housing solutions for people with TB disease while infectious (e.g. motel room) and long-term housing to ensure they remain housed upon end of OHA TB program assistance. • Identify and link LPHAs to community resources for people with TB such as nutrition, housing, and utilities. Arrange for training as needed. • Maintain expertise related to updated TB care and prevention methods, community resources, and/or public health administration.
20%	N	E	**Program Representation** • Liaise with PHD and OHA around SHIP and modernization goals and related work. • Convene and facilitate TB Advisory Committee at least

Document Name: RCP-0272-1014095 PA2_PD_8-13-26.pdf Transaction ID: CBJCHBCAABAAHmhpLDNi6lJDaA7OvSNyIXa8Om02miBq

			annually to develop and report on TB Elimination Plan outcomes, barriers and successes. • Develop a TB Elimination Plan with appropriate goals and SMARTE objectives, incorporating recommendations by the Advisory Committee and LPHAs. • Identify and develop partnerships with community partners who may participate in implementation of the TB Elimination Plan. • Work directly with LPHAs and community partners on implementing outreach as indicated in the TB Elimination Plan. • Facilitate and/or present at team and partner meetings as requested by Manager or Lead Worker. • Represent TB Program with 411 staff.
5%	N	E	• Participates in staff meetings • Participates in and/or facilitate various work groups with state and local partners on developing guidelines across agencies on areas of expertise. Participates in related committees and workgroups as relevant and requested. • Other duties as assigned by program management.
At All Times	N	E	• Approach work from health equity lens, seeking to address disparities which exist in communities most impacted by HIV/STD/TB. • Consistently treat clients, customers, stakeholders, partners, vendors and co-workers with dignity and respect. Create and maintain a work environment that is welcoming and respectful of diversity. Set clear guidelines and model 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.

Daily computer use including Microsoft Office Suite and database systems; ongoing interaction with the public and community groups; position requires the ability to prioritize tasks; occasional in and out state travel to include evenings and weekends may be required. 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. Onsite work occurs in a standard office environment with no unusual physical demands or exposures.

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 Administrative Rules

Oregon Revised Statues

Contracts rules

HIPAA

Personnel Rules

Oregon Health Authority and Department of Administrative Services Policies

Centers for Disease Control guidelines and recommendations for TB control and elimination

American Thoracic Society guidelines on TB

Oregon Health Authority Investigative Guidelines

Local public health authority assurances related to TB

Oregon Health Authority and Department of Administrative Services Policies

Current TB data collection systems from various sources.

Database Manuals

Grant Application Guidance and Reporting Requirements

b. How are these guidelines used?

Guidelines will be used as guidance to this position while performing work described above.

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?
Local public health authorities	Phone, in person, written, e-mail and meetings	Coordinated TB control activities, Technical assistance	Daily or as needed
Health Professionals	Phone, written, e-mail and meetings	Coordinated TB control activities, Technical assistance	Daily or as needed
Laboratory Personnel	Phone, written, e-mail and meetings	Coordinated TB control activities, Technical assistance	Daily or as needed
Government Agencies	Phone, written, e-mail and meetings	Coordinated TB control activities, Technical assistance	Daily or as needed
General Public	Phone, in person, e-mail	Consultation	As needed

Document Name: RCP-0272-1014095 PA2_PD_8-13-26.pdf Transaction ID: CBJCHBCAABAAHmhpLDNi6lJDaA7OvSNyIXa8Om02miBq

SECTION 7. POSITION-RELATED DECISION MAKING

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

The TB Program Analyst works both independently and in coordination with Manager, Lead Worker, and the rest of the TB Team. Actions and decisions made by this position will contribute to the overall success and quality of the program. Types of decisions include the following.

- Develop their own timelines and work activity schedules and makes independent decisions regarding work priority, project timelines and necessary assignments.
- Determine the scope and type of information and data needed and determines the best mechanism to obtain information to complete work activities.
- Decide how written reports should be displayed and presented.
- Oversee contractor and performance and identify actions necessary to come into compliance with state and federal requirements and program goals.

The effect of these decisions will have a direct impact on efforts to reduce the spread of disease, eventual elimination of new disease transmission, and cost containment in Oregon.

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

Document Name: RCP-0272-1014095 PA2_PD_8-13-26.pdf Transaction ID: CBJCHBCAABAAHmhpLDNi6lJDaA7OvSNyIXa8Om02miBq

Public Health Manager 2	0000556	Verbal, written	Monthly or more frequently as needed	Performance Appraisal, Monitoring, Quality Improvement
PH Nurse 2 (TB Controller)	1000009	Meetings, data reviews, work planning	Daily	Ensure conformance with state and federal TB control regulations and program requirements.

SECTION 9. OVERSIGHT FUNCTIONS *(Supervisory positions only)*

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.

Technology skills and ability to keep all data secure whether working onsite or remotely.

Experience in:

- Designing, implementing and coordinating public health projects.
- Initiating, executing, managing and monitoring project plans.
- Contract administration.
- Public health related project management.
- Working with partners to implement projects.
- Providing or coordinating the provision of technical assistance, training, and capacity building.
- Leading groups, meetings and committees.

- Working with sensitive and/or confidential information.
- Supporting health equity or a culturally competent and diverse work environment.

Advanced knowledge of:
- TB prevention and care systems, services and programs.
- Best practice models to reduce the incidence of TB.
- CDC federal program administration.
- Public health systems.
- Microsoft Office Suite (Word, Excel, Publisher, Powerpoint) and Adobe Acrobat.
- Principles and processes for providing customer and personal services such as customer needs assessment, meeting quality standards for services, and the evaluation of customer satisfaction.
- Principles and techniques of training individuals and groups and the measurement of training effects.
- Principles and methods of data collection, analysis and evaluation
- Methods and techniques of building community or business alliances and partnerships to leverage resources.

Ability to:
- Apply the principles and processes of administering a service-based program.
- Prioritize work and manage multiple deadlines independently as well as in consultation with others.
- Apply critical thinking skills and existing rules, policies, and guidance in day-to-day work.
- Communicate diplomatically with a variety of stakeholders to achieve public health goals.
- Work collaboratively as a team member and make positive contributions to a team environment.
- Organize work, tasks, and information; track information; and communicate progress to leadership.
- Attend to detail and connect to bigger picture goals and activities.
- Communicate effectively in writing and verbally.
- Provide excellent customer service for both internal and external customers with the ability to demonstrate initiative and independent judgment on an ongoing basis.

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".*

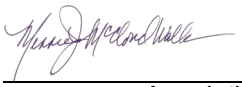
Operating Area	Biennial Amount ($00,000.00)	Fund Type

Document Name: RCP-0272-1014095 PA2_PD_8-13-26.pdf Transaction ID: CBJCHBCAABAAHmhpLDNi6lJDaA7OvSNyIXa8Om02miBq

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	Aug 17, 2026 Date

Document Name: RCP-0272-1014095 PA2_PD_8-13-26.pdf Transaction ID: CBJCHBCAABAAHmhpLDNi6lJDaA7OvSNyIXa8Om02miBq