



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
10/17/2023

Agency: Oregon Health Authority

Division: Equity and Inclusion

☒ 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: Operations & Policy Analyst 4
- b. Classification No: X0873 c. Effective Date: 1/5/2022
- d. Position No: 1021453
- e. Working Title: REALD & SOGI Data Quality& Informatics Policy Advisor
- f. Agency No: 44300
- g. Section Title: Equity and Inclusion Division – REALD & SOGI Unit
- h. Employee Name: _____
- i. Work Location (City — County): Portland Metro
- j. Supervisor Name: Kweku N. Wilson
- 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.” Accordingly, the agency has established a 10-year goal to eliminate health inequities by 2030.

The Equity and Inclusion 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.

Health Equity is an academic and professional discipline that requires using specific research methods and approaches to implementing health equity systems wide. In accordance with OHA’s health equity mission and priorities, the Equity & Inclusion Division is leading the agency’s work to develop equity policies, data systems for collecting complete demographic data and to develop metrics for measuring agency-wide performance towards achieving our mission and strategic goal to identify and eliminate inequities by 2030.

The Equity and Inclusion Division in OHA engages diverse communities to identify health gaps, propose policies to eliminate avoidable health gaps and promote optimal health in Oregon. By connecting people, policy, and programs, we can make substantial, measurable progress in improving the health of all Oregonians. The Race Ethnicity Language Disability & Sexual Orientation and Gender Identity (REALD&SOGI) unit in the Equity and Inclusion Division is leading the agency’s

work across multiple system levels to develop specific policies, data systems for collecting complete demographic data and develop metrics for measuring agency-wide performance towards achieving our mission and strategic goal to identify and eliminate inequities.

As of October 2021, the division was organized into four units:

- 1) Business and Operations.
- 2) Diversity, Inclusion, Training and Civil Rights (including civil rights processes for employees - internal) and the public (external), training-related strategic initiatives, workforce equity and inclusion, affirmative action/EEO).
- 3) Health Equity (including Developing Equity Leadership through Training and Action (DELTA), Regional Health Equity Coalitions (RHEC), Cultural Competence Continuing Education (CCCE), Traditional Health Worker Program (THW), and Healthcare Interpreter Program (HCI); and
- 4) Race, Ethnicity, Language and Disability (REALD) & Sexual Orientation and Gender Identity (SOGI) (including equity research, data analytics, training, and technical assistance and REALD & SOGI implementation systems-wide).

Collecting and using more complete and quality Race, Ethnicity, Language and Disability (REALD) and Sexual Orientation and Gender Identity (SOGI) data are core components of strategies to support OHA's goals of eliminating health inequities by 2030. The REALD & SOGI unit resides within the Equity and Inclusion Division of the Oregon Health Authority and is the agency lead on the implementation of REALD & SOGI data collection and use in compliance with House Bill (HB) 2134, HB 4212, HB 3159, OARs, internal policies as applicable, and the use of REALD & SOGI data to promote equity and eliminate avoidable inequities in health and human services in Oregon. The implementation strategies include efforts to support organizational cultural change; engaging communities in program and policy development, improvement, and evaluation; evaluating the collection and use of REALD&SOGI data by internal and external data collection systems; training internal and external analysts on how to use REALD&SOGI data; and developing public policies, tools, and strategies that promote equity.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The REALD & SOGI Data Quality and Informatics Policy Advisor will manage and oversee the quality and improvement of data across the life cycle of demographic data in OHA & ODHS systems and partner with CCOs, providers, and health insurer to improve the quality of demographic data in their systems.

The policy advisor will lead the development and implementation of REALD&SOGI Data Quality and Informatics standards and policies across OHA, ODHS including in data systems interfacing with CCOs, providers and health insurance systems.

Lead the development and implementation of new and innovative methods for evaluating the collection and appropriate use of REALD&SOGI data enterprise and systems-wide in compliance with state and federal laws and policies, promote Data Equity in support of the agency's strategic goal to identify and eliminate health inequities.

The Policy Advisor will propose policy recommendations to OHA leadership, the Governor's office, the Oregon Legislature, Oregon Health Policy Board, leadership of state agencies, and health systems across the state to standardize the collection of disaggregated race, ethnicity, language, and disability (REALD) and Sexual Orientation and Gender Identity (SOGI) data, including policy recommendations for using REALD&SOGI data to calculate employment parity and Civil Rights compliance policies.

The Policy Advisor will develop standards and guidelines for evaluating the quality of REALD&SOGI data collection, storage and use within OHA&ODHS and across the different systems receiving data from OHA. Develop benchmarks, utilizing quality REALD&SOGI data to inform policy and programmatic strategies designed to identify and eliminate health inequities and increase parity across OHA.

The Policy Advisor will provide guidance on REALD&SOGI work plans, and work products of data and research analysts, who collect and utilize demographic data across OHA.

Perform root cause analysis and develop REALD&SOGI data quality reports to the state legislature per HB 2134 requirements, including, recommendations and propose strategies for improving REALD&SOGI data quality and completeness in OHA, ODHS, and strategies for sharing more complete and quality REALD&SOGI data for use systems wide including in OHA, ODHS, CCOs, providers and insurers.

This position requires someone with a strong background in statistical methods to inform data quality analysis, policy development and analysis, systems thinking and integration, strong project management and granular understanding of agency, statewide and federal data systems, standards, structures, and interoperability of data collected by different systems. Must have analytical, interpersonal and communication skills, will have substantial autonomy requiring exceptional skills in leadership, influence, self-direction, poise under pressure, and comfortable navigating complex projects with competing demands and timelines.

The Policy Advisor position requires someone with strong understanding and experience analyzing complex data from different systems, tracking and analyzing national laws and policies governing the interoperability of data and systems, the collection and use of personally identifiable information and the development of policies to protect privacy in the collection and use of personally identifiable information, including conditions for sharing of such information with public and private entities in the state and at the federal level.

The data quality policy recommendations, and decisions within the purview of this position have national and state-wide systems impacts; are highly visible and potentially controversial to affected health care constituents, and the Governor’s office. The data policy and quality initiatives the position will lead and oversee have complex and interdependent technical, political, fiscal, and administrative aspects that must be considered and continuously managed. The Data Quality, and Informatics Policy Advisor will lead, inform, and support analysts across OHA, ODHS, and in different systems in the state working on tasks related to the development and implementation of REALD&SOGI data quality standards.

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	Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents and abilities are valued. The holder of this position will consistently treat customers, partners, and co-workers with dignity and respect and will demonstrate recognition of the value of individual and cultural differences.

			<p>Communicate and coordinate work and analysis with analysts within OHA and ODHS. Identify areas for collaboration, dependencies, and create efficiencies by eliminating duplication and increase effectiveness of data gathering and dissemination. Will work in a team-oriented environment with shared decision making and cooperative interactions among analysts, within division teams, and management teams.</p> <p>In consultation with the Data Analytics Manager, lead additional data life cycle and informatics related policy development and other tasks outside of the position's usual job duties.</p>
50%	N	E	<p>Data Quality Policy Development, Implementation and Analysis</p> <p>Lead the development of enterprise wide REALD&SOGI data quality policies, strategies, and frameworks for integrating REALD&SOGI data standards and data collection into existing and new data systems.</p> <p>Manage continuous quality improvement of REALD & SOGI data across the life cycle of the data in OHA & ODHS systems that collect, retain, and share such data.</p> <p>Develop comprehensive analysis of the data to inform the effective collection, analysis, and dissemination of demographic data to achieve health equity.</p> <p>Create data quality tools to guide analysts using REALD&SOGI data to evaluate differences in health outcomes across different demographic groups; for addressing the social determinants of health, and parity decisions within OHA and ODHS and across different systems interfacing with the agency.</p> <p>Design and implement new and innovative methods for evaluating the quality of REALD&SOGI data in agency-wide data systems, and a process to continuously improve the quality of demographic data used to inform systems-wide policy and programmatic decision making in support of achieving the agency's strategic goal to eliminate health inequities.</p> <p>Lead data quality and informatics policy development and analysis enterprise-wide through conducting literature reviews to identify best practices, synthesizing new and innovative data quality best practices into policy briefs for agency leadership approval and then modeling how to use innovative methods to evaluate health services delivery outcomes systems-wide.</p> <p>Manage the development and dissemination of surveys to evaluate the implementation of REALD&SOGI data collection standards into new and existing data systems enterprise-wide; evaluate data quality across OHA and ODHS systems and develop reports to the Governor's office, the Legislature and</p>

			<p>OHA and ODHS leadership to inform policy and programmatic decision making.</p> <p>Perform reviews of administrative rules and regulations about the collection of disaggregated REALD&SOGI demographic data; evaluate the alignment of division level data collection and use practices with agency-wide REALD & SOGI data standards to identify gaps and propose strategies for improving alignment of data collection and use policies with agency-wide REALD&SOGI data use recommendations.</p> <p>Develop enterprise wide REALD&SOGI data collection and data alignment tools such as the REALD&SOGI data dictionary and catalogues and data collection templates. Create a process for aligning data collection and use in OHA and ODHS programs to the REALD&SOGI data dictionary, catalogue, and templates, and provide technical assistance to analysts in OHA and ODHS on how to align their data collection and data use practices with enterprise-wide tools created by the Equity and Inclusion Division.</p> <p>Develop and implement a process for continuously sharing quality and more complete REALD&SOGI data with CCOs, Fee for Service delivery systems, health insurers, and a plan for using quality REALD&SOGI data to inform programmatic decision-making systems-wide in alignment with achieving the agency's strategic goal to identify and eliminate health inequities across different delivery systems.</p> <p>Recommend policy strategies and propose legislative changes to improve REALD&SOGI data implementation and use in OHA and ODHS. Propose policies to mitigate risk to REALD&SOGI data sharing and use across different systems enterprise-wide.</p> <p>Develop data quality policy briefs for OHA leadership, represent the agency and communicate data quality and informatics policy direction at agency-wide leadership meetings, during boards and commission meetings, and during other public meetings.</p>
20%	N	E	<p>Data Systems Development, Operations, and Improvement.</p> <p>Lead REALD & SOGI data quality and informatics across the data life cycle through collaborations with OHA and ODHS data and research analysts, CCO Medicaid and FFS contractors, and consultants working with REALD&SOGI data to identify and address data quality gaps. Define health equity research and evaluation hypotheses and methodology, request and share quality REALD&SOGI data for analysis, support the interpretation of results, and communication of findings using Data Justice and Data Equity-centered principles.</p> <p>Create templates for monitoring data quality of REALD & SOGI data in internally and externally facing systems. Evaluate the capacity of data systems across OHA and ODHS to</p>

			<p>continuously collect, store, and share quality REALD&SOGI data and provide recommendations to respective leadership groups in OHA and ODHS; Recommend policies and best practices for increasing the adoption and use of more quality and complete REALD&SOGI data by contractors and partners in OHA and ODHS.</p> <p>Evaluate the feasibility of using quality REALD & SOGI data for parity analysis, CCO incentive metrics; workforce diversity measurements; identify gaps and propose changes to improving the adoption and use of REALD & SOGI data for all agency-wide projects and demographic data requirements.</p>
15%	N	E	<p>Organizational Partnerships, Capacity Development, and Consultation</p> <p>Create best practices for utilizing REALD&SOGI data, assuring data quality at every stage of the data life cycle beginning with the collection, processing, storage, and use of disaggregated REALD&SOGI demographic data, share best practices with external and internal stakeholder groups.</p> <p>Develop and implement data quality trainings to internal and external stakeholders and contractors focused on strategies for maintaining REALD & SOGI data quality and assurance, the methods for creating variables in the repository, processing REALD&SOGI data, contexts for using such data for health services research, in OHA and ODHS, for employment parity analysis and reporting, and for all external reporting including reports to the Legislature and to meet federal programmatic requirements.</p> <p>Manage REALD & SOGI data quality documentations, workflow procedures and an agency wide process for requesting REALD&SOGI data quality technical assistance by internal OHA and ODHS programs to ensure standardization around data quality processes and appropriate use of REALD & SOGI data systems wide.</p> <p>Develop presentations on REALD & SOGI data quality for use by OHA leadership, legislators, the Governor's office, and stakeholder groups, including for internal and other public facing requests.</p> <p>Lead the research planning and development of national and local grant seeking opportunities.</p> <p>The Policy Advisor will develop policy briefs on the quality of REALD & SOGI data, national and international data quality trends and best practice for the Equity and Inclusion leadership, management team, and share such briefs with OHA & ODHS division directors and analysts working to improve the use of more quality REALD&SOGI data.</p>

10%	N	E	Quantitative Data Analysis Responsible for ensuring the quality, accuracy, completeness, and timeliness of REALD&SOGI data collection and use to inform policy and programmatic decisions in OHA, ODHS, and across CCOs, providers and health insurers. Develop and implement REALD&SOGI data quality metrics, benchmarks, and improvement targets for new and existing data systems. Measure, track, and publish visually using dashboards, REALD&SOGI data quality trends across OHA and ODHS systems for internal and external audiences. Analyze complex quantitative data from a wide variety of agency-wide data systems. Communicate data quality analytic findings in a variety of written and oral formats for community, statewide and national audiences including presenting such data.
5%	N	E	Other data quality policy and analytic assignments as determined by the OHA director, the Director of the Equity& Inclusion Division or the REALD & SOGI management team.

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.

Duties are performed in an environment of independence and require minimal supervision. State agencies will facilitate telework and work-at-home by employees to the maximum extent possible. When telework options are not possible, physical distancing of at least 6 feet between people must be maintained to the maximum extent possible.

Requires frequent use of a computer for prolonged periods to produce written documents. Must be willing to learn new technologies, especially remote-based learning programs and other applications. This position regularly works with internal and external groups composed of racially, ethnically, linguistically, disability and gender-diverse individuals.

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:

- Awareness and adherence to confidentiality standards and rules, state statutes, and of state and/or national guidelines. OHA Policy and Procedures, grant application guidelines and requirements for grants from various sources.
- OHA and ODHS Policies and Procedures manual
- Confidentiality regulations and policies
- Study and institutional review board protocols
- HIPAA guidelines
- [HB 3159](#) and forthcoming OARs relating to the REALD & SOGI; REALD (and soon SOGI) Oregon

Revised Statutes ([Chapter 943, Division 70](#))

- All OHA, state and federal rules, laws, policies, and guidelines including but not limited to the Non-Discrimination, the [Americans with Disabilities Act](#) and ACA 1557.
- OHA Non-Discrimination Policy for the Public
- OHA Tribal Consultation and Indian Health Program Confer Policy
- OHA Standards and Guidelines for Cultural Competency
- Equity and Inclusion Division Desk Reference Manual
- Census Bureau guidelines for translations
- Code of ethics and other policies relating to interpreters and translators
- OHA [Alternate Formats and Language Access Policy](#)
- DAS Web Standards & Guidelines

b. How are these guidelines used?

This position will lead policy development and use these guidelines to recommend policies that impact complex statewide data quality issues. The position provides valuable analysis which will enable agency leadership and top management to make data informed policy decisions of far-reaching consequences (e.g., OHA- and statewide). Guidelines provide structure and guidance for performing the job, which entails considerable judgement and independent reasoning. Guidelines are used to identify the requirements, constraints or barriers related to areas under the positions authority and influence to understand how health policy and recommended transformation strategies must be shaped to gain compliance; to identify areas requiring legislative change and/or to identify areas that require federal waivers or other regulatory action to allow implementation of proposed REALD&SOGI data quality and informatics options.

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?
REALD & SOGI director, managers & staff	By telephone, virtual conferencing, electronic mail, letter or in person	To collect and communicate information and provide resolution to data visualization needs.	Daily
OHA and DHS Research and Data Analysts, Operations and Policy Analysts, and Data Managers.	By reports, email or in person	Discuss data quality; manage projects; provide consultative advice and research findings; collaborate on policy related to Data Quality and Data Equity.	At least weekly
REALD & SOGI Staff in OHA	By telephone, virtual conferencing, electronic mail, letter or in person	Consultation, training, feedback	Daily
All levels of DAS, OHA, DHS, and staff	By telephone, virtual conferencing, electronic	Collect, provide, and discuss information; manage projects;	Weekly or

of other public and private organizations and local and national health research and policy groups	mail, letter or in person	coordinate personnel actions and assure appropriateness; coordinate information services support	quarterly
Informaticists and other information and security specialists; analysts, vendors, and end users	By telephone, virtual conferencing, electronic mail, letter or in person	Consultation, information exchange; system specifications, performance and to provide required information	Frequently
Local and tribal leaders	By telephone, virtually	Assessment, planning, consultation	Occasionally
The Governor's office, Legislature and other community leaders and their staff	By reports, email or in person	Collect, provide, and discuss information; manage projects; coordinate personnel actions and assure appropriateness; coordinate information services support	At least quarterly
General Public	By telephone, virtual conferencing, electronic mail, letter or in person	System-related information	As needed

* Note that the modality of these communications can be accommodated to ensure programmatic and language accessibility

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position oversees the data quality life cycle of REALD&SOGI data; Data quality and informatics policy development and implementation enterprise wide, makes technical recommendations related to REALD & SOGI data collection and reporting processes, as well as planning, scheduling, and implementation of major projects and decisions regarding the best approach to implement project related responsibilities, methods, resource allocation, and techniques for evaluating the quality and completeness of REALD & SOGI data enterprise-wide and sharing finding with executive leadership teams per HB 3159, HB 2134, and HB 4212 legislative requirements.

This position is responsible for REALD&SOGI data quality and informatics work and related activities within OHA and across ODHS. The employee will independently use in-depth data and policy knowledge to develop data analysis and respond to written and telephone inquiries regarding REALD & SOGI data. The scope of questions the position will respond to include but are not limited to the way REALD & SOGI data is collected, used, and represented in analyses and programmatic decisions through self-reports in surveys, applications, and medical claims data.

Findings and recommendations made by this position are normally accepted without significant change. This position is responsible for keeping agency leadership informed of the progress of REALD&SOGI data quality and policy related initiatives, and research activities within and external to

OHA and ODHS. The position must often choose from among concurrent projects and research activities and identify those that have high priority to the Oregon Health Authority, Office of Equity and Inclusion, the Oregon Health Policy Board, , the Governor's office, and others leadership groups that play significant roles in health care and public health policy making.

Recommendations within the purview of this position are highly visible and potentially controversial to affected health care constituents, state agencies, and the Governor's office. The data quality policy issues they oversee often have complex and interdependent technical, political, fiscal, administrative, and other dependencies that must be considered and addressed. This position makes recommendations and decisions that can affect the reliability, validity, and value of REALD & SOGI datasets and reports developed by the Equity and Inclusion Division, other OHA and ODHS divisions that are shared with the Legislature, internal, and external customers, and partners.

These data and reports are used for statewide health system policy and transformation decisions that impact how well OHA complies with statutes, rules, and with the agency mission, goals, and objectives, which directly affect the public perception of effectiveness of major agency programs and initiatives. Poor decisions by the Policy Advisor could jeopardize public and legislative support for agency programs and funding, undermine relationships between OHA, community partners, and the Legislature, and submit OHA and OHA leadership to significant reputational risk.

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
REALD & SOGI Data Analytic Manager	1021450	In person, email, telephone, virtual conferencing	Biweekly team meetings, monthly check-in, and performance feedback, more often as needed	Review work to assure effectiveness, progress, quality of work, prioritization of activities versus stated outcomes.

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"/> Plan 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"/> Prepare 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.

Prefer Master of Public Health, Public Health Administration, or advanced degree in related fields. Prefer knowledge and understanding of data quality and informatics policy and evaluation and OHA data systems. Prefer experience collecting, analyzing, and disseminating quantitative data on race, ethnicity, language, disability, sexual orientation, and gender identity from a variety of public health and/or health-related data systems and sources including federal guidelines for the collection of such data.

Prefer knowledge of and experience using advanced statistical methods, demonstrable experiences working with quantitative public health and/or health care related datasets of various sizes and complexities housed in a variety of warehouses and data platforms. Prefer experience and knowledge of Medicaid and Medicaid programs, particularly program and data evaluation and creating and implementing quality improvement metrics.

This position plays an instrumental role in ensuring the availability and use of quality REALD & SOGI data systems-wide, coordination and an exchange of data quality information between the Equity and Inclusion Division, other OHA and OHS staff, external partners, and other entities. The person in this position must objectively consider viewpoints and needs expressed by these groups and make a good faith effort at communicating such to their counterparts. The person in this position must skillfully lead groups with diverse and/or opposing views through a negotiating process that results in mutually acceptable solutions. Rigorous adherence to the highest standards of confidentiality regarding patient information is required.

This position works collaboratively in a team setting. Good team player skills are necessary, including the willingness to collaborate, share information, and contribute to the team's success as necessary. Contributes to a positive respectful and productive work environment.

The person in this position can:

- Prepare and present highly complex technical statistical information, materials, and issues to non-technical specialists.
- Effectively express complex ideas orally and in writing; using appropriate, accessible language and visuals; and organizing ideas and marshaling facts in an objective manner.
- Identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Determine how a system should work and how changes in conditions, operations and the environment will affect the outcomes.

Desirable to have knowledge of or proficiency with the following statistical software applications and OS platforms: data visualization applications (Tableau, Power BI, R); Analytic and programmatic

applications (e.g., SAS, Stata, SPSS, R), GIS, SQL; Windows Desktop and Server, file transfer protocol (FTP and sFTP), Virtual Private Network (VPN), Windows, Microsoft Office including MS Access, PowerPoint, Word, and Excel.

Desirable to have knowledge of or proficiency with public health data formatting and coding standards, including Health Level Seven (HL7), International Classification of Diseases (ICD), and other standardized and proprietary codes.

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

02/07/24

Date