STATE OF OREGON — Oregon Health Authority
POSITION DESCRIPTION

Position Revised Date:
08/07/2023

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ 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: Research Analyst 3
b. Classification No: C1117

c. Effective Date:
d. Position No: 46835

e. Working Title: Report Developer
f. Agency No: 44300

g. Section Title: Data & Analysis

h. Employee Name:

i. Work Location (City – County): Salem - Marion

j. Supervisor Name:

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

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 Oregon State Hospital 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 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.

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 a report developer, creating new reports utilizing existing and new software owned by the hospital. The report developer works both as part of the report development team, in conjunction with other Data & Analysis staff and the hospital's Technology Services department and works independently to complete the majority of day-to-day tasks. Specifically, the report developer works with the report development team to identify and prioritize reports needing to be developed, participate in gathering requirements and documenting those reports, and independently works to create the reports, confirm the utility of the report with the customer, and works with other stakeholders to monitor the loading of the reports and accessibility to the end-user. This role requires consistent communication with our technology stakeholders including consultants, training staff, other state agencies, project managers, etc. It also requires communication with, and customer service to, our customers and end-users.

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.

% of Time	N/R/NC	E/NE	DUTIES
			Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".
70%	R	E	Creates reports using Crystal Reports, SQL Server Reporting Services, or other software according to specifications written by technology partners within Quality Management. - Independently plan and design the methods used to create reports, varied in complexity, per stakeholder specifications - Independently validate data and test reports to make sure they match the intent of the stakeholder's request. - Work with stakeholders to verify, modify and finalize the reports to gain customer sign-off. - Support or provide documentation for finished reports. - Provide peer review on developed work. - Support the loading and testing of reports into the various platform environments. - Provide analysis of report errors or bugs - Complete report enhancements or bug fixes as requested
10%	R	E	Serve as a Technical Consultant and Subject Matter Expert to technology partners both internal and external to OSH. - Collaborate with the Technology Services department regarding the planning and design of information/reporting systems. - Collaborate with internal project teams regarding the planning and design of reporting necessary to support project goals. - Interact with OIS, the State Data Center, and other related external stakeholders regarding the reporting, distribution and integration of hospital data to agency and enterprise systems for necessary inter-agency and regulatory purposes
5%	NC	E	Support the quality control program related to hospital data from enterprise software. - Provide missing data reports used to monitor data integrity. - Provide data error monitoring and reporting
5%	NC	E	Provide support on data requests and data management. - Complete data requests - Develop data pull reports or processes
5%	N	E	Provide training/support to other research and departmental activities. - Participate in research teams in the development of projects, methodologies, and research results. - Provide training and/or mentorship to other department staff
5%	NC	E	Complete other duties as assigned.
Ongoing	NC	E	**CULTURAL COMPETENCY AND DIVERSITY**: Consistently treats consumers and co-workers with dignity

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% of Time	N/R/NC	E/NE	DUTIES
			and respect.
			2. Demonstrates recognition and appreciation of the value of individual and cultural differences.
			3. Assures that service delivery is provided in a culturally competent way; assures that printed materials are available in different languages as needed and/or in alternate format; bilingual services available and facilities are accessible for all consumers.
			4. Understands how to access OSH Cultural Diversity Manager with questions or practical assistance with service delivery.
Ongoing	NC	E	**CORE VALUES:** As an employee of Oregon State Hospital, demonstrates awareness, understanding and alignment in service delivery with the OHA Core Values of Service Excellence, Leadership, Integrity, Partnership, Innovation and Health Equity.

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.

Incumbent is determined to be a mandatory reporter at the OSH. This position is designed to work 40 hours per week during normal business hours (Monday through Friday 8:00am to 5:00pm). Schedule flexibility can be negotiated with emphasis on the business needs of the position. This position is intended to be primarily a remote work position, but in-office arrangements can be made. Work is performed with the use of computer, telephone, and other technologies; participation in meetings with co-workers and stakeholders; and emphasis on Lean methodologies. The nature of work within Data & Analysis is subject to fluctuating workloads and priorities in dealing with highly complex, sensitive and/or political issues. Occasional contact with angry or confused employees, patients, other agency representatives, and members of the public is possible. Incidental local and in-state travel may be required.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes; Oregon Administrative Rules; OSH Policy and Procedure Manual, DHS Policies, Federal Regulations: other federal laws and regulations; The Joint Commission for Accreditation of Health Care Organization standards.

b. How are these guidelines used?

These guidelines are used to assure hospital compliance to obtain continued funding and to maintain a high level of patient care and as a reference source for all hospital staff.

SECTION 6. WORK CONTACTS

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With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Chief Analyst	Phone/In person	Supervision	Daily
Data & Analysis Staff	Phone/In Person	Team lead/Consult	Daily
OSH Staff	Phone/ In person	Inform/Consult/Liaison Duties	As Needed
Superintendent	Phone/In person	Inform/Consult	As Needed
Deputy Superintendent	Phone/In person	Inform/Consult	As Needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position will participate as part of the Report Development Team that includes staff from both the Data & Analysis and Technology Services departments. However, much of the day-to-day work is handled independently and this position has considerable freedom in deciding methods and resources necessary to complete tasks regarding report development, the report writing process, when and how to communicate with end-users and technology stakeholders, etc. This position also serves as a technical consultant and a subject matter expert and may be called upon to assist hospital leadership in making hospital-wide data design and reporting decisions. The effect of decisions this position is responsible for may impact patients and staff at OSH both positively and negatively. These effects may include, but are not limited to, treatment, safety and care of patients, recidivism, operational efficiencies, adoption of best practices from other institutions, and other similar outcomes.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter"				
Chief Analyst		In Person or written reports	Daily/Weekly	Supervision
Director of Technology Services		In Person or written reports	As required	
Deputy Superintendent		In Person or written reports	As required	
Superintendent		In Person or written reports	As required	

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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   ☐ Coordinates schedules
☐ Assigns work   ☐ Hires and discharges.
☐ Approves work   ☐ Recommends hiring.
☐ Responds to grievances   ☐ Gives input for performance evaluations.
☐ Disciplines and rewards   ☐ Prepare & 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.

Incumbent should have advanced knowledge and experience with data and report writing software such as Microsoft Office (especially, Excel, Access), SAP Crystal Reports, Microsoft SQL Server Reporting Services, Microsoft Visual Studio, SAP Business Objects, and Tableau.

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 curser at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount ($00000.00)	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   Date

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