

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership. 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, 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 Division of Health Policy and Analytics (HPA) consists of focused areas of work within and among a number of offices within the Division:

The Transformation Center sits within the Delivery Systems Innovation Office (DSI).

The Delivery Systems Innovation (DSI) Office, within the Health Policy & Analytics (HPA) Division, consists of focused areas of work including health system transformation and quality improvement, the Health Evidence Review Commission, pharmacy policy and programs, and clinical supports, integration and workforce. Each section works synergistically to establish policy, evidence-based coverage, and systems-wide innovation through collaborative engagement on initiatives with partners and community.

The DSI Office is committed to developing, implementing, coordinating, monitoring and evaluating strategies to promote equity and eliminate racial and ethnic disparities in health and health care in Oregon. Overall, the DSI Office is responsible for aligning and integrating resources and policies to support the implementation of the coordinated care model throughout all provider and payer organizations, including across OHA.

The Delivery System Innovation Office includes:

- Quality improvement and innovation, including the Transformation Center
- Clinical Supports, Integration and Workforce Unit, which includes the:
 - Patient-centered Primary Care Home Program
 - Primary Care Office
- Health Evidence Revision Commission
- Pharmacy Policy & Programs

Transformation Center

The Transformation Center operates as the state's hub for health system innovation and quality improvement. It is critical in encouraging the widespread adoption of the coordinated care model. The ultimate goal of the Center is to increase the rate of innovation needed to deliver better health care at lower costs and to improve the health of Oregonians, beginning with Oregon's Medicaid population.

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:

Transformation Policy and Programs Analyst duties include planning and implementing large-scale health system improvement projects, technical assistance, and learning experiences for internal and external community; researching and analyzing policy issues related to health system transformation; developing materials for the legislature and other audiences; and evaluating and make recommendations for improvement in health system transformation to achieve the triple aim of better care, better health and lower cost. The Analyst provides recommendations to information the Transformation Center leads and Director, Division leaders, OHA leadership, legislators, and other health system partners and communities in policy development and implementation.

The Center staff lead a diverse and wide-range of policy and program initiatives that impact the health system across the state. Much of this work is with Oregon's Coordinated Care Organizations (CCOs). A coordinated care organization is a network of all types of health care providers (physical health care, addictions and mental health care) who have agreed to work together in their local communities to serve people who receive health care coverage under the Oregon Health Plan (Medicaid).

These positions require working with a breadth of partners and in wide-ranging areas; they often also require a depth of knowledge of the health system and policy and program impacts on this system. This position will focus on capacity building and technical assistance, including, but not limited to:

- CCO spending programs, including Health-Related Services (HRS); Supporting Health for all through Reinvestment (SHARE); and Community investment
- Integration of changes accompanying components of the 1115 Medicaid Demonstration Waiver
- Behavioral health integration
- Quality incentive metrics

Additionally, the position will support policy development, program implementation, and reviewing and analyzing related reports and leading programmatic design and changes.

The person in this role will be gathering information from a breadth of partners across the state, from community and consumers, local leaders, health system partners, and policy makers, to engaged in informing the state policy and implementation of the 1115 Medicaid Demonstration Waiver. The Analyst will also need to work across state agencies to understand policy and program implementation needs and consumer needs.

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
65%	N	E	<p>Design and execute a broad range of health system technical assistance opportunities (including collaboratives, convenings, and individual technical assistance) for CCOs, health systems, community-based organizations (CBOs) and clinic staff primarily focused on areas including, but not limited to existing programs and topical areas including:</p> <ul style="list-style-type: none"> • Social determinants of health (SDOH); • CCO spending programs, including Health-Related Services (HRS); Supporting Health for all through Reinvestment (SHARE); and Community investment • Integration of changes accompanying components of the 1115 Medicaid Demonstration Waiver; • CCO Quality incentive metrics; and • Integration of physical, behavioral, and oral health care. <p>These technical assistance opportunities may reach health systems, clinical and non-clinical providers, CBOs and other partners. This assistance will be informed by understanding health system needs and policy across agencies and systems. This requires working across many internal and external partners, and public and private partners, to best understand implementation needs at all levels of the health system.</p> <p>The Analyst will develop guidance and technical assistance by receiving input from OHA staff, health systems, communities and other partners; needs assessments to implement new policy and programs across the health system.</p> <p>The Analyst will oversee consultant work, including ensuring consultants are working within scope, on time, and within budget.</p>
20%			<p>Lead new policy development in emerging areas including, but not limited to social determinants of health and integration of care. Lead related technical assistance, collaboratives or convenings, and partner engagement efforts in these key policy areas. This includes making recommendations to public committees, legislators, agency leadership and communities. The Analyst will be required to quickly</p>

			respond to inquiries from elected leaders in the state, as well as committee and board members.
5%	N	E	Support the collection and dissemination of examples of innovation and best practices happening within CCOs, health systems, clinics, CBOs, and consumer facing groups such as committees or advocacy groups.
10%			Other assignments as determined by the Transformation Center management.

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.

Periodic travel between Salem and Portland with occasional statewide travel required. A valid driver’s license or other acceptable method of transportation is essential;
 Extensive use of a computer is necessary to produce reports and spreadsheets;
 Extended hours during Legislative Sessions or peak periods is requisite;
 Regular interaction with workgroups composed of individuals with diverse viewpoints and the potential source of conflict.

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:

State legislation involving health care to Oregonians, Oregon Revised Statutes (ORS), DAS and DHS Administrative Rules and Policies, and Administrator's manual and budget instructions, rules promulgated by the federal Department of Health and Human Services, Health Resources and Services Administration; Oregon Revised Statutes related to health care workforce committee, and the Oregon Health Authority

b. How are these guidelines used?

To ensure compliance with federal and state program requirements, Oregon rules, agency procedures, and project management methodology best practices.

Used in the development of policies and procedures, and to establish the parameters in which position duties are accomplished.

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?
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All levels of OHA, DHS, DAS, ELD, DCBS or other state agency staff	By telephone, letter, email or in person	Collect, provide and discuss information; manage projects; recommend policy, provide information, research findings	Daily
Statewide and National Partners	By telephone, letter, email or in person	Provide information and updates, seek recommendations often related to Oregon Health System policy, particularly emerging areas of social determinants of health and the new 1115 waiver with CMS	As needed
Partner organizations, CBOs, Clinics and Clinicians	By telephone, letter, email or in person	Provide technical assistance, answer questions, seek updates and information, listen, learn and share	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position typically collaborates with others across the Oregon Health Authority. The person will make recommendations to division level directors or to the state Medicaid Director. The person in this position may also make recommendation to the Agency director. The person will also work across many units in the Division of Health Policy and Analytics and will frequently work with many staff across the Public Health Division and Health Systems Division. Collaboration is required to foster team-based work. This role will also include broader support of the Transformation Center. This position plans, schedules and carries out policy analysis, research analysis, and technical assistance activities for CCOs, local clinics, clinicians, community-based organizations and other community partners. Analysis and findings are normally accepted without significant change. This position is responsible for keeping others informed of the progress of project activity. The person in this position also has a high level of autonomy and is expected to make many informed, but often independent decisions or high-level recommendations that have significant impact to the health system in Oregon and how it is supported.

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
Health Programs Manager 2, Transformation Center Director		In Person, by Telephone, Team Meetings	Weekly	Oversight, Policy direction, Program planning, Review of Status and Quality of Work; Formal Performance Appraisal

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"/> 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.

- Program evaluation experience
- Project management experience
- Experience with health systems transformation and/or Oregon’s CCOs.
- Ability to consider viewpoints and needs of diverse community.
- Experience with data analysis in the context of healthcare administration and delivery.
- Experience in advancing health equity, addressing systemic health disparities and collaborating with diverse, vulnerable and underrepresented populations.
- Bi-lingual with the ability to translate or review translated documents in Spanish.

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

Date