



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
October 16, 2023

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: Operations & Policy Analyst 3
- b. Classification No: X0872 c. Effective Date: 07/01/1995
- d. Position No: 0000588
- e. Working Title: All Hazards Planner
- f. Agency No: 44300
- g. Section Title: Health Security, Preparedness and Response
- h. Employee Name: Vacant
- i. Work Location (City — County): Portland-Multnomah
- j. Supervisor Name: Danielle Brown
- 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.

The Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

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.

Public Health Division's vision is: Lifelong health for all people in Oregon.

Our mission is: Promoting health and preventing the leading causes of death, disease and injury in Oregon.

The Division is aligned with the Oregon Health Authority's core values of partnership, service excellence, leadership, integrity and health equity. 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

The Public Health Division's goals are to:

Make Oregon one of the healthiest states by preventing tobacco use; decreasing obesity/overweight; reducing suicide; preventing or reducing heart disease and stroke and increasing survivability; preventing family violence and increasing community resilience to emergencies.

Make Oregon's public health system into a national model of excellence by transforming the public health system through accreditation; supporting coordinated care organizations (CCOs) in achieving community health goals; increasing the use of health impact assessments as a tool in communities; establishing mechanisms that ensure health in all policies; and maintaining excellence in epidemiology and surveillance.

The Office of the State Public Health Director

The Office of the State Public Health Director (OSPHD) guides the strategy, operations, and policy of public health programs within the division, and assures an effective and coherent public health system for Oregon. This includes extensive interactions with a range of state and local agencies and organizations, health care providers, federal agencies, and the private sector.

The Division's work affects all Oregonians. Many of the programs overseen by the Office of the State Public Health Director are administered in collaboration with Oregon's 34 local health departments, healthcare systems and partners. The Division has approximately 700 FTE and is responsible for oversight of \$524.3 million biennially.

Under the leadership of the Office of the State Public Health Director, the Division is organized by three centers:

The Center for Health Protection

The Center for Public Health Protection protects the health of individuals and communities through establishing, applying and ensuring reliable compliance with regulatory and health-based standards. The Center's diverse programs work closely with other federal, state and local agencies, regulated entities and active stakeholder groups. The Center's work emphasizes continuous process improvement, technical assistance, scientific assessment, ongoing monitoring and risk communication to protect the health of all people in Oregon.

The Center for Prevention and Health Promotion

The Center for Prevention and Health Promotion houses community-oriented preventive clinical and community health services and supports the policy, systems and environmental changes that promote good health. This Center guides and supports healthy communities through data collection, analysis and reporting; by supporting the Governor's priorities around tobacco, obesity and early learning; and, by acting as a point of contact with the healthcare system on certain key clinical prevention practices. This center will work with many partners, including local public health, child care facilities, schools, worksites, healthcare providers, transportation, and the private sector to ensure that we reduce preventable injury, illness, and death and promote good health.

The Center for Public Health Practice

The Center for Public Health Practice provides services to prevent and control diseases, monitor vital events, and assure an effective statewide public health system. CPHP programs work closely with local and tribal governments, community partners, and the public to protect and improve the health of all people in Oregon. Special emphasis is placed on communicable diseases, including epidemiology, laboratory testing, immunization, and other community control measures. CPHP screens all newborn infants for biochemical disorders to prevent disability or death, and collects and analyzes vital record data to monitor health trends. The quality of statewide public health services is assured through consultation, planning, review, and accreditation of state and local agencies.

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:

Responsible for serving as the all hazards Public Health Planner to develop, review and revise public health emergency response plans to mitigate, respond and recover from emergency events, as prioritized by the HSPR Director of Emergency Operations and the HSPR Leadership Team. The pre-hospital Public Health Planner works with other preparedness staff and subject matter experts at the federal, state, and local levels to integrate plans and procedures to ensure that state-level resources are integrated with the planning of local health departments (LHD), health systems, the EMS/TS Program and relevant federal and non-governmental organizations. This position requires analytical capability to support state emergency preparedness systems and resources, which are essential for emergency planning and during the response to an emergency across the state.

This position will have access to sensitive and classified information on public and private sector agencies that are part of the pre-hospital, healthcare, and public health organizations business continuity plans. This information will be used to inform, provide gap analysis, and be used to update statewide plans and procedures relating to the State's public health emergency operations plan.

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
55	NC	E	<u>Planning and Project Management</u> • Coordinate development, implementation, and revision of Oregon's disaster resource mobilization plans. • Support planning and management around emergency medical materiel and logistics. • Lead development, implementation, and revision of surge plans including surge capacity and surge capability. • Lead development of statewide and local alternate response systems (utilization of non-traditional settings and modalities for public health services). • Serve as subject matter specialist/expert on disaster surge for HSPR and other PHD programs, including response to surge events in a leadership role within OHA's incident management team. • Support incorporation of surge planning into public health, health care organizations and other emergency operations

			plans. • Supports the development, writing, review and revision of all-hazard public health plans and procedures for responding to emergency events to ensure response capacity 24-hours per day, seven days per week. • Coordinates with other preparedness staff to ensure a statewide system is established to analyze existing state and local preparedness assessments. • Conducts additional assessments as required, including county local health departments and partner agency reviews related to preparedness capability. • Evaluates plans for alignment with current policy strategies. • Analyze policy issues that cross or affect other state agencies; develop proposals, policies and strategies to address issues for policy-makers consideration and direction. • Establish and lead internal and external stakeholder groups in support of public health emergency response planning efforts. • Represent the agency on committees that identify roles, responsibilities and lines of communication for public health response plans. • Evaluate data from federal, state, and local programs to identify gaps in plans. • Assist in the design of operational systems and identify need for changes in policies and procedures. • Manage project steps to cause participation of project team members and other stakeholders. Monitor and track, project schedule and performance. Planning Team common duties for professional development, program management and readiness for incident response • Complete required training for assigned IMT roles, including minimum position-specific training, as well as ongoing training for the position's technical skills as well as cross-cutting professional, leadership and crisis response training and developmental experiences. • Be accountable for assigned corrective actions from previous incidents/exercises and regularly report on the status and incorporate into IMT development plans. • Be accountable for and report on assigned performance measures for grant and other reporting. • Maintain and regularly update a project list, work plans and status reports.
--	--	--	---

			• Communicate about changes in personal availability to deploy to incidents and exercises. • Initiate and respond to support others' initiatives related to continuous program improvement, collaboration, professional development, and continuous learning. • Oversee, support or work with AmeriCorps VISTA members, SERV-OR volunteers, students or contractors if provided.
30	NC	E	<u>Exercise Design and Implementation</u> • Participates in the Homeland Security Exercise and Evaluation Program (HSEEP) compliant design, production and facilitation of a statewide public health emergency exercise program. • Represent ESF8 in local, regional, and statewide exercise planning teams with internal and external partners. • Develops, delivers and evaluates public health components of emergency response exercises in accordance with HSEEP requirements. • Develops exercise documents, after action reports, improvement plans and training documents. • Provides training on existing or proposed plans or procedures. • Recommends operating policy and procedures and implementation strategies. • Identifies potential risks and difficulties and designs strategies to mitigate or avoid them. • Serves in the State Emergency Coordination Center (ECC), state public health Agency Operations Center (AOC), alternate AOC or other locations or emergency response functions as required by incident or exercise. • Serves as a key "knowledge" resource during the management of an emergency.
5	NC	E	<u>Grant Management and Reporting</u> • Coordinates with other HSPR and OHA program staff for the technical writing of grant application and progress reports.
5	NC	E	Assumes Public Health Duty Officer responsibility in rotation with other HSPR Program staff. Responsible for carrying cell phone and other communication devices 24/7/365 in accordance with applicable program procedures to respond to actual or potential public health emergency incidents
5	NC	E	Performs other duties as assigned.
At All			Consistently treats customers, stakeholders, partners, vendors and

Times			co-workers with dignity and respect. Creates and maintains a work environment that is respectful and accepting of diversity. Sets clear guidelines and models expected office professional behaviors. Establishes and maintains clear methods for reporting inappropriate actions.
-------	--	--	--

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. 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. Remote access to files on shared drive are required.

Work location: During normal conditions, this position is designated as hybrid, typically in the office no more than three days a week. This can change at any time if project and program needs change, or emergency response operations require on-site presence. This can also decrease if the work location becomes unavailable and full-time remote work is required.

Extensive in-state travel (one week a month) and occasional out-of-state travel is expected to attend meetings, conferences and make presentations. Travel to local health departments and tribes will be necessary. Use of microcomputers/video display terminals as well as other office equipment. During emergencies, use of communications equipment such as radio and satellite telephone. Is required to be available for 24-hour-a-day/7-day-per-week "on call" activities on a rotating basis with other HSPR staff.

Always act in accordance with state policy and as a representative of the state and Oregon Health Authority-Public Health Division.

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:** HPP and CDC Cooperative Agreement and supporting documents. Appropriate Federal and State laws and rules on contract and grant administration. HPP and MRC guidelines and policies.

b. **How are these guidelines used?**

Assist in formulating policies and establishing priorities and procedures. HPP Grant outlines activities to be performed and amounts of money to be expended on preparing hospitals and health systems to respond to public health emergencies. Federal and state rules regarding grant and contract administration outline legal requirements for execution of funds by grantees and contractors.

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?
Assistant Secretary of Preparedness and Response (ASPR)	Phone/Personal/E-mail	Program/Project Coordination	As Needed
CDC	Phone/Personal/E-mail	Program/Project Coordination	As Needed
Other Federal Agencies	Phone/Personal/E-mail	Program/Project Coordination	Monthly
Other State Agencies	Phone/Personal/E-mail	Program/Project Coordination	Monthly
Other OHA Offices/Sections	Phone/Personal/E-mail	Program/Project Coordination	Weekly
County Government Agencies	Phone/Personal/E-mail	Program/Project Coordination	Monthly
General Public	Phone/Personal/E-mail	Program/Project Coordination	As Needed
Training Providers	Phone/Personal/E-mail	Program/Project Coordination	As Needed
Hospitals and Health Systems	Phone/Personal/E-mail	Program/Project Coordination	Monthly
Healthcare Provider Organizations	Phone/Personal/E-mail	Program/Project Coordination	Monthly
Healthcare Providers	Phone/Personal/E-mail	Program/Project Coordination	As Needed
Trade Associations	Phone/Personal/E-mail	Program/Project Coordination	As Needed
Universities	Phone/Personal/E-mail	Program/Project Coordination	As Needed
Contractors & Vendors	Phone/Personal/E-mail	Program/Project Coordination	Monthly

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position is responsible for developing strategic fiscal and policy recommendations and discussing these with the Director and HSPR Leadership for making final decisions. The State Public Health Officer, Health, Security, Preparedness and Response Program Manager, and other appropriate OHA and state agency committees will be provided informed recommendations for project development.

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
Public Health Manager 2, Planning Chief	0000847	Telephone, virtual platform, email, text, and in person.	Weekly and as needed.	Ensure program goals and implementation is kept on schedule. There are quarterly documented check in sessions.

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 | ☐ Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

Registration in the Health Alert Network (HAN) to receive important public health alerts and emergency notifications.

DESIRED ATTRIBUTES:

The following skills, knowledge, abilities and experience are preferred at the time of hire:

- Ability to lead development, implementation, and revision of statewide plans
- General knowledge of project management principles, methods, and standards.
- Experience participating in strategic planning, resource allocation, and coordination of people.
- Experience planning and/or managing logistics of emergency medical supplies or similar
- Experience with EMS, pre-hospital and trauma care systems
- Understanding of altered levels of care for disasters and austere environments
- Working knowledge of emergency management planning and/or public health preparedness
- Experience responding to disasters, community emergencies, and/or public health crises that required medical surge response
- Ability to coordinate, develop and/or deliver training and adult education is desired
- Skills and/or certification in the evaluation of exercises, incidents, programs, services and policies
- Ability to work in high stress, fast-paced environment, such as an emergency operations center and/or emergency response in the field
- Ability to communicate effectively with and represent an organization to officials and leadership within federal, regional, local, state and non-governmental organizations
- Experience incorporating diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Excellent communication skills, including the ability to convey data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases)
- Ability to operate emergency communications technology such as radios is desired
- General computer skills and basic knowledge of operating programs such as Word, PowerPoint and Excel
- Technology skills to keep all data sources whether working onsite or remotely.

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