



**STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION**

Position Revised Date:
11/15/2021

Agency: Oregon Health Authority

Division: PHD-CP&HP-WIC

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: Public Health Manager 1
- b. Classification No: X7655 c. Effective Date: TBD
- d. Position No: 0000258
- e. Working Title: WIC Nutrition & Local Services Manager
- f. Agency No: 44300
- g. Section Title: Nutrition & Health Screening
- h. Employee Name: _____
- i. Work Location (City — County): Portland/Multnomah
- j. Supervisor Name: Tiare Sanna
- 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.

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.

OHA values service excellence, leadership, integrity, health equity and partnership.

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 purpose of this position is to carry out the objectives and goals of the WIC Program and, to a more general extent, the goals and objectives of the agency. This position directs a major program by developing and implementing policies and procedures and program priorities of the WIC Program and by determining the most effective utilization of resources in order to reach goals and objectives for providing services to the WIC target population. This position is responsible for very complex operations in terms of local program services, certification and eligibility determination, nutrition education and breastfeeding promotion, and integration and outreach. The position is responsible for assuring the implementation, accuracy, and integrity of the federally required biennial compliance reviews of all contracted health agencies and coordination of these reviews with the Public Health Division triennial review process. This position participates in the program’s Caseload Compliance Review regular monitoring process, including development and implementation of intervention strategies to assure the federal performance measure is met. This position has direct supervisory authority over the Nutrition and Local Services Team including health professionals such as Registered Dietitian/Nutritionists and health educators. This position is a member of the state WIC Office management and leadership teams. As designated by NHS Section Manager, represents the WIC program at various public health and nutrition partnership meetings and fosters collaboration among partners in support of mission and goals of the program.

This position is designated the Oregon State WIC Nutrition Coordinator as required by USDA

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
35%	NC	E	<p>Supervision Using a participatory management process to involve staff in decision-making and priority-setting, provide direct supervision of mid- and advanced-career professionals with diverse projects and responsibilities. Supervised staff includes 13.5 FTE, comprised of 7.5 FTE at salary range 27 and higher, 3.0 FTE at salary range 26, and 3.0 FTE as policy and administrative support. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Provide oversight and ongoing evaluation to ensure projects meet deadlines and stay within budget, projects provide critical information for section-wide projects, as well as PHD-wide policy development; • Monitor and evaluate that staff are appropriately trained and

performing at capacity;

- Provide ongoing oversight to ensure that projects are appropriately prioritized within WIC and Nutrition and Local Services needs and monitored for completion, with adjustments to workload depending on available resources;
- Provide leadership on interviewing and hiring to maximize complimentary staff skills; and
- Provide leadership to ensure that staff disputes are resolved, with appropriate disciplinary action taken as needed.

Policy Development

Directs the development and implementation of WIC policies, goals, and objectives within the overall policies and priorities of Public Health Division, Oregon Health Authority, local health departments and Food and Nutrition Services of the US Department of Agriculture.

Provides expert consultation and represents Public Health Division by addressing professional organizations statewide on maternal and child nutrition issues; nutrition services standards and policies to promote good nutrition and positive health outcomes of WIC participants; represents Public Health Division and/or Department of Human Services to public audiences, and inter-agency task forces and workgroups.

Responds to various media or agency requests for information, statistics, and services. Meets regularly as part of the WIC management and leadership teams.

Provide specialized knowledge and leadership to create performance measures and strategic goals and leads ongoing monitoring of performance measures and strategic goals. Plans, implements, and evaluates activities to inform and educate local agency staff and other partners about maternal and child nutrition issues, which includes evidence-based nutrition information and education, breastfeeding promotion and breastfeeding peer counseling and the provision of participant-centered services.

Provide leadership and planning for the development, implementation, and evaluation of nutrition services. Works collaboratively with local agency representatives, state WIC nutritionists and health educators, program manager, and other community nutrition partners. Provides technical and policy input and works collaboratively with cross-program committees in the Center for Prevention & Health Promotion and Public Health Division to address nutrition and public health concerns of children and families and implement relevant areas of the State Health Improvement Plan and Public Health Modernization initiatives.

Manages the WIC program's internal system for maintaining an up-to-date, accurate and well written State WIC Policy and Procedure Manual for use by all local health agencies contracted to provide WIC services in compliance with state and federal regulations.

Oversee the program's plan for WIC integration activities and outreach activities with the OHA and other internal and external statewide partners. Oversees the WIC Biennial Review process and Local Agency Review Team to assure that all procedures, review

30%

R

E

			<p>tools, and schedules are complete and up-to-date and that all local agency findings are communicated and resolved according to defined timeframes. Coordinates review process and tool development with the PH Triennial Review process through the Office of Policy and Partnerships. Interpret federal regulations related to integration and outreach and develop state policies and standards for contracted local agencies. Supervise the activities of development and dissemination of support materials for local agencies and WIC clients.</p> <p>Interpret USDA regulations related to local clinic operations of contracted health agencies, WIC certification, and nutrition education and breastfeeding promotion services. Evaluate the impact on the state and local agencies and develop/ revise state agency policies and procedures to assure compliance and efficient, effective service delivery. Develop and disseminate support materials appropriate for staff and clients.</p> <p>Establish and maintain collaborative working relationships with other sections in the office and agency, as well as other agencies and organizations involved with WIC issues (e.g. USDA, State USDA Nutrition Programs, CAF, National WIC Associations, WIC Coordinators and Nutritionists, CLHO groups, etc.) and provide input for development of the State's priorities on issues related to the WIC Program.</p> <p>Prepares and review the appropriate sections of the State WIC Office's Annual Plan provided to USDA to assure a complete and accurate report.</p>
15%	NC	E	<p>Assessment</p> <p>In collaboration with program manager and team coordinators, collect, analyze, and disseminate information regarding WIC caseload management for State and individual local agencies, local agency compliance with federal and state regulations, nutrition standards and policies, nutrition and public health related scientific findings, local program operations, data systems, health outcomes & other program evaluation data, annual program goals and objectives, fiscal and administrative needs of the WIC Program.</p> <p>Assess the annual nutrition education plans of contracted local agencies, assure compliance with federal regulation, identify trends and areas of excellence and concerns, and disseminate individual agency evaluations as well as a statewide summary report.</p> <p>Participate in the State WIC Caseload Management Team to assess and analyze reports to monitor state and individual local agency performance objectives for caseload and food budget management. Work with team to develop strategies and benchmarks, provide technical assistance and direction to contracted agencies.</p> <p>In collaboration with nutritionists, health educators, research analyst, and program manager develop and analyze nutrition services, health outcome and program operations reports. Utilize information in program evaluation and planning and disseminate analysis to appropriate partners.</p>

10%	NC	E	<p>Diversity, Equity, and Inclusion</p> <ul style="list-style-type: none"> • Participates as the supporting manager in the Section’s Equity Work Group. • Works with the Section Manager to ensure and improve practices that support recruitment and retention practices that support diversity, equity, and inclusion. <p>Works with the Section Manager to ensure program policies and procedures support diversity, equity, inclusion and work to reduce systematic barriers to access to services and health equity</p>
5%	NC	E	<p>Fiscal Management</p> <p>Assist the Program Manager with establishing reporting relationships and administrative and fiscal controls over program operations. Participate in development of federal budgeting requests and monitoring of expenditures against approved budgets.</p> <p>Oversee the writing and administration of several contracts including laboratory supplies, participant education materials, personal services; and consultants. Manage the RFPs and new contract negotiations, amendments, and extensions (in years it is necessary).</p>
5%			Other duties as assigned by manager.
At all times		E	Consistently treats customers, stakeholders, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Sets clear guidelines and models 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.

The job requires ability to work irregular hours and to travel for job related purposes. Most travel will be in-state but some will be out of state.

This position may be required to report to the designated work site for monthly in-person, All Staff meetings as safety allows. This position may be requested to report to the designated work site for in-person meetings as safety allows. When possible, a two-week advanced notice for these meetings will be given. Most duties of this position may be conducted remotely or at the designated work site.

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:

Child Nutrition Act of 1966, updated as Public Law (PL) 105-394
 USDA WIC regulations (7 CFR 246)
 USDA Regulations (7 CFR 3016)
 Office of Management and Budget (OMB) Circulars A-87, A-133,
 Food and Nutrition Services (FNS) Instructions and Policy Memoranda
 FNS Handbook 901 (Advanced Planning Documents for ADP)
 WIC Nutrition Services Standards (Revised August 2013)
 NWA-FNS Joint Statement on Quality Nutrition Services in the WIC Program
 Oregon Revised Statutes and Oregon Administrative Rules relevant to WIC Program operations
 Oregon WIC Policies and Procedures Manual
 OHA/PHD Contracts - Program Element 40
 Clinic Laboratory Improvement Act (CLIA) Requirements
 OHA/DHS Policy & Procedure Manual
 SEIU Contract

b. How are these guidelines used?

The above guidelines are used to assure that program policies and practices conform to state and national laws, guidelines, and recommendations. Provides standards and requirements by which policies and procedures for local agency nutrition services are developed and implemented and guides local WIC agencies monitoring and compliance reviews.

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?
Federal legislators & committees	Phones, meetings, email	Track federal legislation	As needed
Other program managers/executive staff	Phones, meetings, email	Coordinate activities	Weekly
WIC Advisory Board, WIC Coordinators Assoc., CLHO	Phones, meetings, email	Advise on program	Quarterly
National WIC Association	Phones, meetings, email	Planning, consultation, information sharing	Monthly
US Department of Agriculture/FNS	Phones, meetings, email	Coordinate activities	Monthly/As needed

Western Region Office			
Advocacy groups	Phones, meetings, email	Work together	Monthly
State legal counsel	Phones, meetings, email	Consultation	As Needed
Peers in other state agencies	Phones, meetings, email	Consultation	Monthly/As Needed
Public health and other professional nutrition & lactation organizations	Phones, meetings, email	Consultation, coordinate activities, provide and receive training	Monthly/As Needed
Local health dept. & Tribal Organizations	Phones, meetings, email	Coordinate efforts, provide consultation	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

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

Makes procedural, scope and project plan decisions affecting project outcomes; makes rule interpretations for administrative actions. Decisions affect the projects and enhancements to be undertaken, priorities, and outcomes, and operation of the project and the quality and scope of the system. Decisions affect the ability of the Department to deliver its programs and perform its mission. Decisions directly impact budget and cost benefit of projects.

This position makes hiring, evaluation and work assignment decisions which affect employees in the WIC Section. This position also makes policy and fiscal decisions which affect local agencies and other state partners, and may affect the credibility of the Department. The position helps establish standards for data quality in selected program areas and recommends best practices. Since the nutrition and long term health of Oregon families is at stake, the person in this position needs to be knowledgeable about public health issues and practices. The person in this position advises key policy stakeholders on steps to assure the efforts for improving the overall health and nutrition of Oregonians (e.g., the Governor's Office, Legislators, the Department of Human Services Director, other Department of Human Services Programs, and policy specialists).

Additionally, the manager must assure all program policy, standards, professional and paraprofessional training, and consultation related to the nutrition component of this program (medical nutrition therapy for medical conditions) is based on current scientific findings and national nutrition and health standards. The decisions are critical to maintain program integrity and a supportive relationship with the medical community. Decisions regarding WIC policy development and interpretation determine whether applicant's quality for WIC services. Poor overall management of the Program could result in:

- misuse of taxpayer funds resulting in federal penalties
- denial of services to the most vulnerable Oregonians
- liability for inequitable service delivery to participants, contracted health providers, vendors and small farmers.

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
Principal Executive Manager F	#858	Conferences and reports	Weekly and as needed	Reviews activities and reports to determine status, coordinate activities and make appropriate recommendations

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 17
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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.

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

This position is designated as Essential Personnel in the event of an emergency.

MINIMUM QUALIFICATIONS:

Six years of experience in supervision, staff-technical, or professional-level work related to a nutrition services program.

This experience must have included at least two years of supervision and management of a program, section, or unit related to a human services program which included: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

SPECIAL QUALIFICATIONS:

Master’s or Doctoral degree in the field of nutrition from an accredited college or university with emphasis in food and nutrition, community nutrition, public health nutrition, nutrition education, human nutrition, nutrition science or equivalent AND at least two years responsible experience as a nutritionist in education, social service, maternal and child health, public health, nutrition, or dietetics; OR Credentialed Registered Dietitian (R.D.) or is eligible for registration with the Academy of Nutrition and Dietetics’ Commission on Dietetic Registration AND has a minimum of two years of job-related experience

OR

Bachelor’s degree in the field of nutrition from an accredited college or university AND Credentialed Registered Dietitian (R.D.) or is eligible for registration with the Academy of Nutrition and Dietetics’ Commission on Dietetic Registration AND has a minimum of 5 years of job-related experience

Desired Attributes:

This job requires a very wide span of skills, knowledge, and abilities, to include:

- o Extensive knowledge of the USDA requirements for the WIC Program
- o Extensive knowledge and experience in local WIC Program operations
- o Working knowledge of the principles of public health and the WIC program's contribution to public health at the state and local level.
- o Strong professional knowledge of maternal and child nutrition and principles of adult education.

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
CP&HP	\$185,052,242.00	Federal, General & Other Funds
WIC	\$102,729,051.00	Non-limited FF
WIC	\$40,000,000.00	Non-Limited Other Funds

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