



**State of Oregon**  
**Department of Administrative Services**

**Position Description**

**This Position is:**

- Mgmt Service-Supervisory
- Mgmt Service-Managerial
- Mgmt Service-Confidential
- Classified
- Unclassified
- Executive Service

\*\*\* PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM \*\*\*

New

Revised

**SECTION 1. POSITION INFORMATION**

- |  |   |
|--|---|
| <p>a. Class Title: Compliance and Regulatory Manager 2</p> <p>c. Effective Date: September 1, 2023</p> <p>e. Working Title: Board Executive Director</p> <p>f. Work Unit: Universal Health Plan Governance Board</p> <p>g. Agency No.: 44000</p> <p>i. Employee Name: VACANT</p> <p>j. Work Location (City-County): Salem – Marion</p> | <p>b. Class No.: MESN Z7144 AP</p> <p>d. Position No.: 0001.056</p> <p>h. Agency Name: DCBS</p> |
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- k. Position:  Permanent       Seasonal       Limited Duration       Academic Year  
 Full Time       Part Time       Intermittent       Job Share

- l. FLSA:  Exempt      If Exempt:  Exec      m. Eligible for Overtime:  Yes  No  
 Non-Exempt       Prof  
 Admin

**SECTION 2. PROGRAM/POSITION INFORMATION**

- a. Describe the program in which this job exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Senate Bill 1089 (2023) established the Universal Health Plan Governance Board (Board) within the Department of Consumer and Business Services (DCBS). The objective of the program is to create a comprehensive plan to finance and administer a Universal Health Plan that is responsive to the needs and expectations of the residents of Oregon by: (a) Improving the health status of individuals, families and communities; (b) Defending against threats to the health of the residents of this state; (c) Protecting individuals from the financial consequences of ill health; (d) Providing equitable access to person-centered care; (e) Removing cost as a barrier to accessing health care; (f) Removing any financial incentive for a health care practitioner to provide care to one patient rather than another; (g) Making it possible for individuals to participate in decisions affecting their health and the health system; (h) Establishing measurable health care goals and guidelines that align with other state and federal health standards; (i) Promoting continuous quality improvement and fostering interorganizational collaboration; and (j) Focusing on coverage of evidence-based health care and services.

SB 1089 directs the Board to present to the interim committees of the Legislative Assembly related to health, in the manner provided in ORS 192.245, and to the Governor, a comprehensive plan for the implementation of a Universal Health Plan no later than later than September 15, 2026.

SB 1089 establishes the position of Executive Director to serve at the pleasure of the Board and to be responsible for the administrative operations of the Board, including other duties as may be designated or assigned to the Executive Director from time to time by the Board. SB 1089 directs the Governor to appoint the Executive Director of the Board, who shall serve at the pleasure of the Governor until the full Board has been appointed by the Governor and confirmed by the Senate.

- b. Describe the purpose of this position, and how it functions within this program, by completing this statement:  
**The purpose of this job/position is to . . .**

The primary purpose of this position is to oversee the operations, research, and support to the Universal Health Plan Governance Board in carrying out its statutorily mandated duties. The position will plan, organize, staff, direct, coordinate, record, and budget the work of the Board. The Executive Director will also help coordinate meetings of the Board and help facilitate the Board's completion of statutorily mandated annual reports to the Oregon legislature.

In support of the Board, the Executive Director will procure and manage contractors (as needed) and appoint and supervise two staff members: one permanent full-time Administrative Specialist 2 position to support the Executive Director in conducting Board administrative tasks and facilitating meetings, and one permanent full-time Operations and Policy Analyst 4 position to assist the Executive Director with contract administration, legal research and data collection. The Executive Director will also coordinate with the Oregon Health Authority on federal waivers, impacted programs, and policy development.

Collectively, the team will collect data and conduct research to assist the Board in developing a plan that meets the requirements set out in SB 1089 to finance and administer a Universal Health Plan for Oregon.

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**SECTION 3. DESCRIPTION OF DUTIES**

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

% of Time	N/R	DUTIES
70%	N	<p><b>Program and Policy Management</b></p> <p>Plan, organize, staff, direct, coordinate, record, and budget the work of the Universal Health Plan Governance Board. Plan and direct the work of staff in collecting and reporting data in support of the Board's mandate. Procure and manage contractors in support of the work of the Board. Coordinate with the Oregon Health Authority on policy development. Establish and maintain the Board's business-related policies and ensure agency operating procedures are in accordance with relevant laws and regulations.</p> <p>Establish the overall direction of Board activities and oversee the coordination of efforts toward the accomplishment of the Board's legislatively-mandated goals through directing the work of staff, and establishing and maintaining effective reporting relationships.</p> <p>Direct preparation of legislative concepts, biennial budgets, Emergency Board requests, administrative rules, program objectives, policies and procedures to both establish and enhance the Board's functionality and efficiency.</p> <p>Keep the Board apprised of legislative developments and trends in development of a single payer healthcare system that could have a bearing on their decisions. Ensure new Board members receive effective and timely orientation. Provide continuity to the Board as the Board experiences turnover due to term expirations.</p> <p>Manage and direct staff in the development of a plan that meets the requirements set out in SB 1089 to finance and administer a Universal Health Plan for Oregon. Oversee staff in collecting data and conducting research.</p> <p>Establish administrative controls over human resources, budgeting, procurement, accounting, program operations, and other business functions. Develop, plan, and implement policies, procedures, and program priorities, consistent with policies established by the Board, DCBS, and the Department of Administrative Services.</p>

20%	N	<p><b>Management &amp; Supervision</b></p> <p>Manage both technical- and professional-level staff by determining and establishing direction, purpose, scope and program goals in accordance with statutes and rules, formal working agreements with other agencies, and the overall intent of the Board, as described by the legislature. Ensure implementation of objectives and missions of the department and division.</p> <p>Interpret and make determinations regarding policy issues and provide staff with clear counsel, attendant training and guidelines, and preparation of reports. Plan, assign, prioritize, and review work products.</p> <p>Supervise staff in the handling of data in accordance with public records laws, public meeting laws, privacy and confidentiality laws, agency policies and best practices, and other state and federal laws.</p> <p>Interview, select and provide training for new employees; provide formal reviews of performance; counsel staff and initiate personnel actions, as needed; and resolve grievances.</p> <p>Promote a positive work environment in support of diversity, equity, and inclusion principles. Ensure the section recruits and retains highly skilled, diverse, competent, and effective work force. Ensure the section is a discrimination free organization in which employee work assignments, development and promotions are based solely on performance, merit and competence. Monitor and control the section budget within established expenditure limitations and section allocations.</p>
10%	N	<p><b>Legislation, Stakeholder Communication, and Other Duties:</b></p> <p>Keep apprised and maintain relevant experience and knowledge of development of a single payer healthcare system and with legislative processes, and have a strong understanding of Oregon's political landscape in order to positively influence public policy around the Board's mission, objectives, and goals. Advise the Board on relevant political and policy changes occurring within Oregon, in other states, and federally.</p> <p>Oversee the development and submission of state-mandated program reports to the legislature. Interact and maintain positive working relationships with internal and external stakeholders to execute the mission of the Board.</p> <p>Testify before legislative committees regarding the budget of the Board, proposed legislation, and other legislation that impacts the mission of the Board.</p> <p>Other duties as assigned by the Governor / Board to ensure that the objectives and missions of the Board are met. Conduct research and develop reports for the Governor's Office and Board as directed.</p>
At all times	N	<p><b>Expectation of all DCBS employees:</b></p> <p>Provide prompt customer service; create and maintain productive working relationships; treat colleagues and the public fairly, courteously, and respectfully; fully participate in work teams, division and department projects; collaborate with coworkers in the improvement of work processes; improve interpersonal and job skills; provide and receive feedback and suggestions in an open and constructive manner; and, regularly and timely report to work.</p> <p>Foster and promote the importance and value of a diverse, discrimination- and harassment-free</p>

	<p>workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity-related efforts in order to diversify the workplace.</p> <p><b><u>Data Stewardship</u></b></p> <p>Per IRM-07, this position has the responsibility and accountability for a set of business information. This includes: Controlling access to the data, ensuring those who do have access can get what they need when they need it, and ensuring the data is accurate and kept up to date.</p> <p>As a Data Steward responsible for both the managerial and operational roles, has the responsibility and authority to approve and signoff on IMD Service Requests, Risk Assessments, and System Access Requests. Ensures that data entry staff are trained and have desk manuals, and that data quality processes and appropriate internal controls are in place. Proposes and implements processes to ensure data quality and internal controls, assesses the quality of data, resolves data issues, maintains business rule and data definition information, and coordinates changes to the meaning of data.</p> <p>Understands and follows DCBS policies related to data stewardship, especially IRM-04 and IRM-07. Has a basic understanding of the Data Stewardship References listed under Section 5 Guidelines below.</p>
100%	

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#### SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

The work is performed under frequent, short time-frames for turnaround, has many interruptions, and may require more than a 40-hour work week. Most of the work performed is in a typical office environment with extended sitting and use of computer for long periods of time. May require occasional in/out-of-state travel and non-routine work hours.

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#### SECTION 5. GUIDELINES

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

**Program**

- Oregon Senate Bill 1089
- Oregon Public Meetings Law
- Federal laws, policies, and initiatives relating to health care insurance.

**General Management**

- Federal and State laws and regulations concerning employment issues such as:
  - Americans with Disabilities Act
  - Family Medical Leave Act
  - Oregon Family Leave Act
  - Oregon civil rights laws relating to the reinstatement and reemployment of injured workers.
  - Collective Bargaining Agreement between the State of Oregon and OPEU/SEIU
  - Department of Administrative Services Personnel Rules
  - Department Policies and Procedures

- b. How are these guidelines used to perform the job?

The Executive Director must apply the laws and rules to daily situations or circumstances affecting the administration of the section and to policy choices that involve drug pricing, transparency and affordability.

**SECTION 6. WORK CONTACTS**

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

Who Contacted                                      How                                      Purpose                                      How Often?

Universal Health Plan Governance Board	phone, in person, virtual meetings, writing	Organizing and conducting regular meetings, providing data, consult, inform, obtain guidance	As needed
Governor's Office	phone, in person, virtual meetings, writing	Consult, inform, obtain guidance	As needed
Legislators	phone, in person, virtual meetings, writing	Discuss the work of the Board and answer questions	As needed
Director of DCBS, DCBS central services staff	phone, in person, virtual meetings, writing	Obtain and provide information	As needed
Health insurance industry, hospitals, health care providers, pharmacies, and other industry stakeholders	phone, in person, virtual meetings, writing	Obtain and provide information	As needed
Public	phone, in person, virtual meetings, writing	Obtain and provide information	As needed
Oregon State Treasurer's Office	phone, in person, virtual meetings, writing	Obtain and provide information on the creation of a Universal Health Plan Trust Fund	As needed
Other Agencies (i.e., state and federal) including the Oregon Health Authority and Department of Human Services	phone, in person, virtual meetings, writing	Obtain and provide information	As needed
Legislative Fiscal Office	phone, in person, virtual meetings, writing	Obtain and provide information	As needed
DOJ	phone, in person, virtual meetings, writing	Obtain and provide information	As needed

**SECTION 7. JOB-RELATED DECISION MAKING**

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

The position exercises independent decision making authority over the program, staff, and contractors that support the Universal Health Plan Governance Board.

This position will determine the manner in which staff collects, analyzes, and reports information to the Board, the manner in which the Board meets and produces required reports to the Governor and Legislature

**SECTION 8. REVIEW OF WORK**

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

The Oregon Governor's office will review the work of this position until the full Board has been appointed by the Governor and confirmed by the Senate, at which time the Board will review the work of this position. Review will take place as needed by phone or in person for information and concurrence. Quarterly performance review sessions per TOMP will take place to ensure the Executive Director is meeting the Governor's/Board's expectations.

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**SECTION 9. SUPERVISORY DUTIES** TO BE COMPLETED **ONLY** FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? 2  
Through Subordinate Supervisors? 0

b. Which of the following supervisory/management activities does this job perform?

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Plans Work    | <input checked="" type="checkbox"/> Responds to Grievances | <input checked="" type="checkbox"/> Hires/Fires (or Effectively Recommends)   |
| <input checked="" type="checkbox"/> Assigns Work  | <input checked="" type="checkbox"/> Disciplines/Rewards    | <input checked="" type="checkbox"/> Prepares and Signs Performance Appraisals |
| <input checked="" type="checkbox"/> Approves Work |  |   |

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**SECTION 10. ADDITIONAL JOB-RELATED INFORMATION**

Any other comments that would add to an understanding of this position:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

1. Ability to communicate effectively and collaboratively, both orally and in writing, to a broad spectrum of executive, management, professional, technical and support staff within the Department, other state agencies, and the public.
2. Project management and strategic planning.
3. Ability to facilitate meetings and committees and work with people who have diverse interests.
4. Experience managing a Board or public body.
5. Knowledge of the health care financing system and health care industry.
6. Good public relations skills.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

This position will have budget authority for the Board. The estimated budget for the Board for the 2023-25 biennium is \$1,442,576, which includes \$613,702 for personal services (salaries) and \$828,874 in services and supplies.

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**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. See instructions for detail to be included on the chart.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date