



or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities by 2030.

The Health Policy & Analytics Division (HPA) 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
- 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 partners 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.

The Health Policy & Analytics Division provides leadership, balanced information, and data analysis to support policy development, program implementation, and system evaluation. The Office of Health Analytics, within HPA, uses existing and new OHA health data resources to analyze both Oregon’s health care system and OHA’s program performance and make recommendations for OHA leadership, the Governor, and the legislator.

The Office of Health Analytics comprises research, financial, and analytic staff who collect, organize, and analyze data pertaining to Oregon’s health system for use by practitioners, researchers, and policy makers both inside and outside of state government. In collaboration with other OHA divisions and external partners, staff collect and analyze a wide range of data, including Medicaid, behavioral health, the All Payer All Claims database, health insurance coverage, hospital and ambulatory discharge data and financials, and health care workforce to

evaluate OHA program performance and to provide more complete picture of access, quality, cost, and utilization across Oregon's health care system.

The Office of Health Analytics partners with other OHA, ODHS and Shared Services colleagues to support OHA's mission by:

- Analyzing and reporting health system financial, performance and administration data and metrics to support key management, program, and policy decisions within OHA.
- Conducting health system-wide analysis of Oregon's health care workforce, insurance coverage, federal reform implementation, the health care safety net, health disparities, health care utilization and costs.
- Conducting financial and economic modeling required for policy impact analysis, OHA and state budget health expenditures, and payment reform.
- Collecting data, including Oregon's All Payer All Claims database, hospital financial reports, CCO and managed care quality metrics, and insurance surveys.
- Program evaluation in partnership with the Health Services Division and external researchers of major OHA initiatives including health system transformation.

Office of Health Analytics staff have expertise in behavioral, dental, and physical health care programs, data extraction and manipulation, claims analysis, statistics, research design, actuarial principals and methods, economics, and budget.

**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 involves establishing data infrastructure for various behavioral health care initiatives at different levels, collaborating with committees and community partners, conducting research studies, developing evaluation frameworks, creating data collection tools, and analyzing data. This position will assist in promoting data-driven decision making across the Behavioral Health Division, with particular emphasis on the reporting requirements around HB 4092 early into the position timeline.

The Behavioral Health Research and Data Analyst position will play a vital role in supporting behavioral health program decision-making and strategic planning efforts, particularly as they pertain to persons seeking services from the behavioral health continuum in Oregon. This position Will collaborate with the Behavioral Health Analytics Manager and staff from other OHA Divisions such as Behavioral Health and Medicaid to offer data support and project coordination for behavioral health programs and services. The Behavioral Health Research & Data Analyst will support the execution of complex research projects and comprehensive analyses. This role includes conducting research on behavioral health program outcomes, reporting on funding structures for HB 4092, evaluating related programs, and organizing complex claims data into clear, understandable components including the costs associated with behavioral health programs. The Research Analyst will be responsible for developing and implementing data collection tools, such as sophisticated surveys. This position will assist in creating, executing, and delivering research and advanced data solutions for a diverse range of esteemed data clients and collaborators.

## 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
At all times	N	E	<p><b>Align Conduct with OHA’s Values and 10-year Goal</b></p> <p>Promotes and actively participate in OHA’s 2030 goal of eliminating health inequities.</p> <p>Sets a standard for treating customers, partners, and colleagues with dignity and respect.</p> <p>Cultivates an inclusive and respectful work environment that acknowledges and values the talents, abilities, and experiences of others, while supporting equity goals.</p> <p>Contributes to a positive and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures.</p> <p>Communicates and coordinates with coworkers within the Office of Health Analytics.</p> <p>Identifies areas for collaboration and creating efficiencies by eliminating duplication and increasing efficiency and effectiveness of information gathering and dissemination.</p> <p>Works in a team-oriented environment characterized by cooperative interactions among staff and management.</p>
30%	N	E	<p><b>Research, Planning, Design and Analyses:</b></p> <p>Supports activities around establishing evaluation and monitoring behavioral health programs and services.</p> <p>Helps design, plan, and conducts research needed to evaluate and monitor activities and goals of behavioral health programs and services.</p> <p>Provides support for other analysts in conducting complex research projects and establishing analytical infrastructure.</p> <p>Contributes to high-level analytical work around behavioral health conditions and services, including a portfolio of monitoring measures to calculate report, and visualize across behavioral health programs.</p> <p>Designs, develops, and executes study to determine the funding required for each community mental health program to provide the services and perform the functions required by law, as outlined in HB 4092.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Assist in the building and implementation of data infrastructure needed to support data-driven decision making across behavioral health programs.</p> <p>Ensures leadership has the data needed to make decisions around provision of behavioral health services.</p> <p>Helps ensure principles of health equity are fully integrated into all aspects of research, data collection, analysis, and communication within analytical projects.</p> <p>Collaborates with the manager to ensure that internal partners are provided with sufficient information to enhance monitoring and enhancements of behavioral health services.</p>
25%	N	E	<p><b>Report and Dashboard Preparation:</b></p> <p>Assist with efficient and cost-effective reporting and visualization of behavioral health data, including a portfolio of monitoring measures.</p> <p>Help designs, plans, and implement Business Intelligence (BI) reports in consultation with behavioral health program staff.</p> <p>Plans and executes design of specific data reports on the behavioral health related programs and services.</p> <p>Develops and document data management and statistical coding needed for data sets and reporting timelines and responsibilities.</p> <p>Prepares report outlined in HB 4092 to describe how much money local mental health programs need to comply with state laws.</p> <p>Ensures timely completion of reports and BI projects by identifying and resolving technical issues.</p> <p>Collaborates with program and research teams to create necessary reports and dashboards.</p> <p>Simplifies complex data concepts for clear comprehension by the program.</p>
20%	N	E	<p><b>Technical Consultation:</b></p> <p>Provides support for designing and implementing evaluations of programs and ensure outcomes meaningful to programs are measured and analyzed.</p> <p>Communicates efficiently and effectively with behavioral health team members, OHA program staff and general leadership.</p> <p>Works closely with program staff to ensure they fully understand complicated data topics and can have meaningful conversations about data-driven decision making.</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Supports cross-agency collaboration by providing and coordinating health services measurement technical assistance and guidance documents.</p> <p>Coordinates opportunities for internal and external partners (e.g., OHA and other agency staff, health plans, behavioral health service providers, etc.) to provide input for monitoring measures; facilitate measurement development and production with staff and partners.</p>
15%	N	E	<p><b>Project Coordination:</b></p> <p>Assist in various OHA measurement committees, workgroups, and other collaborations to facilitate alignment in measurement practices through the development of centralized information materials and documentation.</p> <p>Represents the agency by participating on internal and external committees and workgroups with authorization to address data infrastructure matters on behalf of the organization.</p> <p>Prepares meeting materials for internal and external groups, coordinates presentations, and drafts staff recommendations and supplemental reports as required.</p> <p>May be asked to present findings in such meetings.</p>
10%	N	E	<p><b>Other duties as assigned</b></p> <p>Attends and completes mandatory state/agency training.</p> <p>Collaborates with manager to create and implement a work plans for developing skills in additional tasks.</p>

#### 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.**

This position requires the ability to work remotely and maintain good communication with management, co-workers, and partners. There is daily work on a desktop computer for extended periods of time; on-site office work is done in open cubicles. There are frequent interruptions, demanding time frames, and the need for extended hours during peak work periods and Legislative Sessions. At times, this position works with groups composed of individuals with diverse viewpoints.

#### 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:

Guidelines used to do this job include state law and administrative rules; federal laws and regulations for Medicaid and Behavioral Health services; federal budget reconciliation acts; current and proposed state legislation; nationally accepted standards for participation in programs involving research into health status and satisfaction; nationally recognized protocols and the formats for health services research; agency policy and procedure manuals; provider contracts; Title XIX State Plan, and waivers granted by Centers for Medicare and Medicaid Services. and Substance Abuse and Mental Health Services Administration (SAMHSA) Block Grant; National and state confidentiality and privacy guidelines such as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and 42 CFR privacy rules. Statewide and Agency Policies and Procedures

### b. How are these guidelines used?

These guidelines are used to set parameters and requirements for the administration of the Oregon Health Plan, Health System Transformation demonstration program and the SAMHSA Block Grant. These guidelines provide essential data for managing and coordinating programs within approved budgets, assessing the impact of past, current, and future programs.

They help guide the use and dissemination of data and research results. These guidelines must be understood and interpreted when performing job functions. The Behavioral Health Research & Data Analyst must assure adherence to the guidelines and be able to articulate policies to other agencies and partners.

## 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?
OHA management and administration	Online meetings/Phone/Email/ In Person	Establish data infrastructure around behavioral health programs and services needed to produce data-driven decision making	Weekly
Behavioral Health Division Staff	Online meetings/Phone/Email/ In Person	Coordinate / research / work assignments / problem-solve / share information	Weekly
Behavioral Health program staff and leadership	Online Meetings/Phone/Email/ In Person	Coordinate / research / work assignments / problem-solve / share information	Monthly

HPA, Health Policy Staff	Online meetings/Phone/Email/ In Person	Project management	Daily
Contractors and Other Health Organizations (Mental Health Statistics Improvement (MHSIP) Program survey, Coordinated Care Organizations (CCO), Community Mental Health Programs (CMHP), Criminal Justice Commission (CJC)	Online meetings/Phone/Letter/ Email/In Person	Collaboration; project management	Monthly
Representatives from other state agencies	Online meetings/Phone/Letter/ Email	Collaboration	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 helping to establish a data infrastructure to support behavioral health programs. This includes consulting with behavioral health programs and community partners to determine data needs and provide data services. Will make independent decisions around the design and execution of the funding report as outlined in HB 4092.

This position is expected to work independently, making decisions about workload prioritization, analysis methodology, system development, and research design in conjunction with senior data analysts. Failure to effectively prioritize and perform duties will jeopardize the ability of health policy managers to make informed decisions.

**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
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Behavioral Health Analytics Manager, Health Policy and Program Manager 3 (HPPM3),	4065314	In person, email, MS Teams	Weekly	Provides guidance and input for the work to learn potential influence on broad agency or state policy and program goals.
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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?
- |  |   |
|--|---|
| <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.**

### Position Requires:

- A bachelor's or graduate degree in any discipline that included six-quarter units in statistics or quantitative analysis methods and procedures.
- Minimum of two (2) years of experience with statistical software and programming languages, such as SAS and SQL. Additional preference given for more extensive experience with data management and statistical analyses.
- Experience with health outcomes research, healthcare delivery systems research, and/or health survey research. Experience with research in the following other related fields may also be substituted: social work, public health, sociology, nursing, psychology, economics, or other health or social sciences.
- Minimum of (2) years of experience producing written reports, executive summaries, manuscripts, abstracts, and fact sheets.
- Quantitative and qualitative problem-solving skills. Additional preference given for ability to conduct formal qualitative data analysis.
- Strong communications skills and the ability to translate complicated data topics into understandable plain language to ensure partners can easily make data-driven decisions.
- Ability to successfully work with and fit into a highly collaborative team. Ability to treat team members as equals and ensure effective partnership with all team members and program manager.

**Preferred Qualifications:**

- Knowledge of and experience with data visualization or business intelligence tools, such as Power BI and/or Tableau.
- Graduate degree in health or social sciences fields (healthcare, social work, public health, sociology, nursing, psychology, economics, or other health or social sciences).
- Experience working with large administrative datasets, especially healthcare claims data.
- Knowledge of Medicaid programs, behavioral health treatment services, and/or other health and social services.
- Experience in advancing health equity, addressing systemic health disparities, and collaborating with diverse, vulnerable and underrepresented populations.

**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

**09/12/2024**  
\_\_\_\_\_  
Date