



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

Position Revised Date:

Agency: Oregon Health Authority

Division: Health Policy and Analytics

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: Research Analyst 4
- b. Classification No: C1118 c. Effective Date: _____
- d. Position No: 1025978
- e. Working Title: APAC Analyst
- f. Agency No: 44300
- g. Section Title: Research & Data - Office of Health Analytics
- h. Employee Name: _____
- i. Work Location (City — County): Salem - Marion, Portland - Multnomah, or remote
- j. Supervisor Name: Piper Block
- 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.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. 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, age, 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 redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Health Policy and Analytics Division 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 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

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 (HPA) Division within OHA provides health policy analysis and development; coordinates strategic and implementation planning; conducts policy and health services research and evaluation to provide information needed for OHA, Oregon Health Policy Board, and elected officials.

Within the HPA Division, the Office of Health Analytics comprises research, policy, and analytic staff who collect, organize and analyze data pertaining to Oregon’s health system that can be used by practitioners and policy makers both inside and outside of state government. In collaboration with other OHA divisions, staff collect and conduct analyses on a wide range of data, including the All Payer All Claims database, health insurance coverage, hospital and ambulatory discharge, hospital 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.

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 APAC Analyst will play a key role in maintaining, analyzing and continuously improving All Payer All Claims (APAC) data. The APAC Program collects, manages, and analyzes health care claims from commercial insurance, Medicare, and Medicaid plans to inform policy and community decision-making. The APAC Analyst manages data quality improvement and validation efforts, processes and fulfills data requests from academic researchers, health care organizations, OHA partners, other state and county agencies, and the Governor’s Office, and conducts complex analyses to support decisionmaking and health system transformation.

This position requires both strong analytic skills and interpersonal skills. The APAC Analyst will be expected to solve complex, emergent, novel data issues and communicate with team members and partners who have varying types and levels of expertise.

This position works collaboratively with analytic, policy, and program staff across OHA divisions such as the Public Health Division and the Equity and Inclusion Division, as well as with staff from other state agencies, such as the Department of Human Services (DHS) and Department of Consumer and Business Services (DCBS).

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>Align Conduct with OHA’s Values and 2030 Equity Goal</p> <ul style="list-style-type: none"> • In addition to the cultivation of equitable practices across all aspects of the position description, learn and apply knowledge and skills to interrupt systemic racism and oppression of marginalized groups and facilitate dismantling of systematic discrimination. • Consistently treat customers, interested groups, partners, vendors, and co-workers with dignity and respect. Contribute to a work environment that respects and accepts diverse people and perspectives. Model professional behavior. Interrupt and report inappropriate behaviors, especially those in violation of policy. • Contribute 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.
At all times	N	E	<p>Coordination and Cross-Training</p> <ul style="list-style-type: none"> • Communicate and coordinate with coworkers with the Office of Health Analytics. Identify areas for collaboration and creating efficiencies by eliminating duplication and

			increasing efficiency and effectiveness of information gathering and dissemination.
30%	N	E	<p>Data Validation and Quality Improvement</p> <ul style="list-style-type: none"> • Conduct data validation analyses after each quarterly data release. • Identify data quality issues and work with the APAC team to solve them. <ul style="list-style-type: none"> ○ Write project statements to document and communicate the issue to team members with varying types and levels of expertise. ○ Coordinate with team members, leadership, and data vendor to identify potential solutions. ○ Advise leadership on solution-focused decision making. ○ Implement chosen solution and document changes for other APAC analysts. ○ Track timelines to ensure timely completion. • Lead the development and implementation of analytic tools such as groupers, risk adjusters, and other algorithms, data tables, and processes needed to improve analytical capacity and efficiency. • Document processes and work flows with the project team. Seek to automate analytic and reporting processes when feasible.
30%	N	E	<p>Data Request Fulfillment</p> <ul style="list-style-type: none"> • Fulfill complex data requests from academic researchers, health care organizations, OHA partners, other state and county agencies, and the Governor's Office. <ul style="list-style-type: none"> ○ Provide consultations with potential applicants to explain the data application and request process and advise on whether APAC is a good fit for a given project. ○ Navigate complex policy and data considerations about privacy, security, and trade secrets based on Oregon statute and administrative rules, HIPAA, and other relevant governing documents. ○ Work with the data requestor to accurately align the research question with the data elements requested, assuring that the requested data is the minimum necessary to complete the proposed project. ○ Write code to extract data for the request.
25%	N	E	Data Analysis, Reporting, and Dissemination

			<ul style="list-style-type: none"> • Complete data analysis projects related to quality, utilization and cost measurement reporting, including trends and statistical forecasts. Provide information for federal, state, public, and internal reporting. • Prepare reports and interpret analyses for OHA leadership, program staff, and other policy and community partners. • Develop technical documents related to quality, utilization, and cost measurement including technical specifications, issue briefs, and write-ups of methods for public and internal use. • Prepare presentations, draft text, and graphical displays to report results to internal, external, and public audiences. • Conduct literature reviews, examine national trends and state data to evaluate reporting from other state APCDs.
10%	N	E	Technical assistance and mentorship <ul style="list-style-type: none"> • Provide technical assistance regarding the APAC data to OHA staff. • Train and mentor other analysts.
5%	N	E	Additional Research and Data Work Other analytic and coordination duties as assigned.

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 work location for this position is in an office, cubicle and/or an agreed upon remote work environment with significant use of a computer and video conferencing. The work location may be changed at any time at the discretion of the hiring manager. Confidentiality of information must be maintained at all times.

Currently, most employees are working fully remote or a hybrid schedule (with some time in the office). There are frequent interruptions, demanding time frames, and extended computer work. Daily work is performed on agency-provided computers via connections to state servers, shared drives and virtual worksites and meetings (like MS Teams). There may be some (limited) in-state travel required, and OHA reserves the right to request in-office presence. This position regularly 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; current and proposed state legislation; nationally accepted standards

for participation in programs involving research into health status and satisfaction; nationally recognized protocols and 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.

National and state confidentiality and privacy guidelines such as HIPAA and 42 CFR privacy rules.

This job requires frequent contact with data systems for which data dictionaries, procedures and policies exist.

b. How are these guidelines used?

These guidelines are used to set parameters and requirements for the administration of health reform legislation at the state and federal level.

They provide basic data for ongoing management and coordination of the program within the limits of legislatively approved budgets for specific program areas of responsibility and their relation to the total program. They allow the ability to assess impact of past and recent or planned programs on clients, providers and operations. They guide the use and dissemination of data and research results.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

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 Health Analytic leadership and staff	By telephone, email, instant message, memo or in person	Collect, analyze, provide and discuss information related to the All Payer All Claims database. Respond to queries and information requests.	Daily
Representatives of the health care/insurance industry	By telephone, email, memo or in person	Collect, analyze, provide and discuss information related to the All Payer All Claims database.	Monthly/ As needed
All levels of OHA/DHS, staff of other agencies, staff of other public and private organizations, and national health research and policy groups	By telephone, email, instant message, memo or in person	Respond to queries and information requests.	As needed
External Vendors	By telephone, email,	Coordinate workflow, tasks; clarify	Daily/Weekly

and Consultants	memo or in person	processes, issues.	
Representative from other state agencies	By telephone, email, memo or in person	Respond to queries and information requests.	Monthly/As needed
General public	By telephone, email, memo or in person	Respond to information requests.	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position makes detailed analytic decisions that affect the reliability, validity, and value of data that is used for statewide health system transformation decisions, including management of OHA program resources, oversight, and high-profile policy decisions. The person in this position must exhibit sound analytic training, balanced judgment, strong planning skills, clear verbal and written communication, ability to overcome deficiencies in data and the ability to work with many staff and management to ensure analysis provides a basis for sound 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
Health Policy and Program Manager 3, Research and Data Manager	1008579	By telephone, email, chat, virtual meeting, or in person	Weekly	Review and clarify goals, provide feedback on performance, review work products, and provide project direction.

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.

Minimum Qualifications:

- A bachelor's degree in statistics, health related field, accounting, finance, social sciences, or related field, and three years' experience using computerized applications to independently gather, compile, and analyze data and prepare narrative or statistical reports is required. Two of the three years must have included coordinating complex research projects.

Knowledge and Skills:

Required

- At least two years of work experience analyzing healthcare claims data
- Knowledge of statistical software packages, preferably R or SAS, and programming languages, preferably SQL
- Demonstrated ability to perform statistical and quantitative analyses
- Demonstrated ability to effectively present data using text, charts, graphs, and other data visualizations

Preferred

- A Master's degree or PhD in health sciences, economics, statistics, informatics, mathematics, public health, epidemiology, social science, public policy, computer science, or related field*
- Knowledge of health care claims (such as ICD-9, ICD-10, CPT and HCPCS codes), encounter, and enrollment data; health care quality, cost, and utilization measures; health care financial data; and/or hospital data
- Knowledge of health services research and evaluation design, methods, and analyses
- Knowledge of state and federal health policy, Medicaid and Medicare programs, and health care reform efforts
- Demonstrated ability to communicate complex, technical data concepts to a range of technical, policy, and community audiences
- Demonstrated ability to identify data-related issues, work with a team to propose solutions, implement the chosen solution, and communicate and document the solution to internal and external partners
- Experience with Tableau or other data visualization software

*While an advanced degree is one of the preferences for this position, other experiences that demonstrate mastery of claims data analysis and other relevant knowledge will also be heavily considered. Please consider applying even if you do not have an advanced degree.

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

Sep 12, 2024

Date