



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

**Position Revised Date:**

**This position is:**

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

**Agency:** Oregon Health Authority

**Division:** Oregon Public Health Division

New       Revised

**SECTION 1. POSITION INFORMATION**

- a. Classification Title: Operations and Policy Analyst 4
- b. Classification No: 0873      c. Effective Date: 4/22/2024
- d. Position No: 1026447
- e. Working Title: Data Modernization Informatics Lead
- f. Agency No: 44300
- g. Section Title: Office of the State Public Health Director
- h. Employee Name: \_\_\_\_\_
- i. Work Location (City — County): Portland - Multnomah
- j. Supervisor Name: Sharon Anderson
- k. Position:     X Permanent     Seasonal    Limited Duration     Academic Year  
 Full-Time     Part-Time     Intermittent     Job Share
- l. FLSA:     Exempt    If Exempt:     Executive    m. Eligible for Overtime:     Yes  
 Non-Exempt     Professional     No  
 Administrative

**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. The agency is comprised of eight divisions: Agency Operations, Equity and Inclusion, External Relations, Fiscal and Operations, Health Policy and Analytics, Health Systems, Oregon State Hospital and Public Health. The Oregon Health Policy Board (OHPB) serves as the policymaking and oversight body of OHA and is responsible for working towards

comprehensive health reform in our state. The nine-member board is comprised of community members from across the state who have an interest in health and health care and have strong relationships with the communities they represent.

OHA Vision: A healthy Oregon.

OHA Mission: Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

**To fulfill OHA's vision and mission, the agency is developing a strategic plan with a single overarching goal: eliminate health inequities in Oregon by 2030.**

### **OHA definition for Health Equity:**

*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.*

Core Values: Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

### **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, childcare facilities, schools, worksites, healthcare providers, transportation, and the private sector to ensure that we reduce preventable injury, illness, and death and promote good health. This Center's work affects all Oregonians. Many of the programs overseen by this Center are administered in collaboration with Oregon's 34 local health departments. This center has approximately 200 FTE. The total estimated biennial budget of this Center is \$348.8 million.

#### 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:**

Provides leadership to establish division-wide data governance policies and related initiatives to meet the informatics needs of the Public Health Division and maintain appropriate surveillance and reporting infrastructure for health conditions including communicable and chronic diseases as well as special studies of emerging diseases. This position studies data and interoperability needs across programs, between Public Health Division and our partners, and identifies strategic plans for integration and improving efficiency. It ensures interoperability of multiple health data systems; develops strategic infrastructure plans to support interoperability between multiple public health information systems and data partners; develops policies and procedures around data systems.

This position represents PHD as the Informatics Lead by participating on various committees, workgroups, and communities of practice. This position fulfills the Public Health Infrastructure Grant requirement for an Informatics Director who leads a division-wide effort to align with CDC guidelines and informatics best practices.

This position will work closely with the Data Equity, Modernization, and Informatics Manager, legislators, OIS, OSPHD Centers, CDC, PHII, CSTE, ASTHO, LPHAs, Tribes, other states, territories, and providers to assure DMI informatics and interoperability visions and strategies align with national visions and goals.

**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
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40%	N	E	<p><b><u>Policy Advice</u></b></p> <ul style="list-style-type: none"> <li>• Provides leadership to establish division-wide data governance policies and related initiatives to meet the informatics needs of the Public Health Division and maintain appropriate surveillance and reporting infrastructure for health conditions including communicable and chronic diseases as well as special studies of emerging diseases.</li> <li>• Collaborates with OHA data initiatives including in the Health Systems Division and Health Policy and Analytics to ensure Public Health Information systems are interoperable and align with health care data systems capturing behavioral and physical health information.</li> <li>• Supports sections in development of community-driven data systems designed to meet needs of partners with a focus on using data to reduce, and ultimately eliminate, health inequities across Oregon. Plans and leads staff to implement strategic solutions.</li> <li>• Independently, and in consultation with partners including the CDC, leads staff to develop and implement strategies to maintain informatics needs for disease surveillance capacity. Navigates complex partner relationships throughout Oregon and the US, to maintain appropriate infrastructure for rapid outbreak response for key communicable diseases, chronic diseases, environmental health issues and other public health concerns.</li> <li>• Strategizes, develops, and implements innovative approaches to improve efficiency and usability of informatics systems.</li> <li>• Works with staff and partners to incorporate inclusion of REALD (race, ethnicity, language and disability) and SOGI (sexual orientation and gender identity) data into systems and reports.</li> </ul>
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			<ul style="list-style-type: none"> <li>Acts as the Data Modernization Infrastructure Deputy Director in the absence of the Data Equity, Modernization, and Informatics Manager. Coordinates, directs, and communicates data modernization and informatics policy development to legislative initiatives.</li> </ul>
30%	N	E	<p><b><u>Informatics Capacity Building</u></b></p> <ul style="list-style-type: none"> <li>Plan and implement PHD informatics training and support statewide informatics efforts.</li> <li>Mentor and build informatics knowledge and capacity among research analysts, operations analysts, and epidemiologists to develop expertise in the use, development, maintenance, and management of public health information systems, messaging formats (e.g., HL7, XML), and transport methodologies (e.g., SOAP web-services, sFTP).</li> <li>Develop informatics documentation, manuals, and training. Analyze user needs against systems functions.</li> <li>Recommend operating policies to integrate processes and to enhance interoperability between systems, considering resources required, available funds, and cost-benefit analysis.</li> </ul>
30%	N	E	<p><b><u>External Consultation and Partnerships</u></b></p> <ul style="list-style-type: none"> <li>Meets regularly with representatives from other state agencies, informatics leadership in local public health authorities (LPHAs), tribes, community-based organizations (CBOs), medical systems, laboratories, other community partners, the Centers for Disease Control and Prevention (CDC) and other key partners to design, coordinate, and implement state- and region-wide (surrounding states) informatics initiatives.</li> <li>Consult with federal, state, and local public health partners on needs for and development of electronic data interchange (EDI) applications from a variety of data sources, including hospital and local health department (LHD) clinical data and PHIN-NEDSS (Public Health Information Network-National Electronic Disease Surveillance System) projects.</li> <li>Represents Oregon in statewide and nationwide informatics planning efforts.</li> <li>Consults with policy makers, including elected officials, and executive level management from health care systems, laboratories, and other partners.</li> <li>Provides program evaluation and presents reports on the burden of health conditions including communicable and chronic diseases.</li> <li>Guides staff to develop and implement effective informatics</li> </ul>

			<p>systems to allow for accurate, rapid, and efficient communicable disease surveillance and response.</p> <ul style="list-style-type: none"> <li>• Represent Oregon Public Health Division and participate in local, regional, national venues; in general, act as division spokesperson on matters related to informatics and interoperability efforts at national, regional, state, local and professional levels.</li> <li>• Participate in national organizations including Health Level Seven (HL7), Healthcare Information and Management Systems Society (HIMSS), and Public Health Informatics Network (PHIN), as well as relevant national organizations (e.g., Council of State and Territorial Epidemiologists (CSTE)).</li> <li>• Communicates program investment and policy decisions to legislators and high-level external partners.</li> </ul>
At all times			<p>Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents, abilities and experiences of others are valued. Consistently treats Tribes, community members, partners, co-workers, vendors, patients and consumers with dignity and respect. Create and maintain an inclusive environment for all staff.</p>
At all times			<p>Commitment to ongoing personal and professional development on the topics of anti-racism, elimination of health inequities, trauma-informed and resiliency practices, social determinants of health and equity, universal accessibility, and development of diverse and inclusive work environments. Participation in equity focused trainings, resource groups, and workgroups.</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.**

At least 90% of the work of this role may be conducted remotely with full access to the needed operating systems and technology. There are times that work will need to be conducted onsite. Requires some in-state and out-of-state travel with overnight stays to attend meetings, give presentations, make field visits, and other work group activities. Travel may be required in all weather conditions. Employee may be required to work evenings or weekends on- or off-site as part of program's emergency response to a designated public health event.

## 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:**

Federal and state laws and regulations for data confidentiality and availability, syntax of data file maintenance/restoration, syntax of ancillary support and access software. DHS/OHA Policy and Procedures Manual; grant and cooperative agreement application guidelines and requirements for grants from various sources; professional standards for public health informatics, health status and performance measure development; technical reference manuals and professional data management publications, in addition to the following:

Oregon Revised Statutes

Oregon Administrative Rules

SNOMED and LOINC data standards

National Notifiable Disease Reporting System and Public Health Laboratory Information System standards

45 Code of Federal Regulations 46

Federal and State laws governing administration of access to information.

OHA and OIS standards for systems development

Knowledge of project management standards and practices

CDC Functional Standards

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

Assist in formulating policies and establishing priorities and procedures that align with OHA and PHD data modernization and informatics strategic initiatives.

These guidelines ensure confidentiality of patient records and establish parameters for cooperative agreement activities. They are used to assure that all data systems and computer functions are transacted with appropriate laws, rules, policies, and procedures; meet the business needs of ACDP program staff; and comply with State’s approach to project management.

The incumbent must judge and interpret the appropriateness of these guidelines to each situation to fit the specific problem. When there is a task to be performed or a decision to be made that is not covered by guidelines, this position makes a determination as to the best course to follow, utilizing advice and direction from supervisor, other administrative staff and professional judgement.

**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”.*

<b>Who Contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often?</b>
Other state agencies	In person/phone/email	Consultation, program evaluation, planning	As required
Physicians	In person/phone/email	Consultation, information	As required
Information systems staff	In person/phone/email	Consultation, planning	As required
Other agencies (hospitals, business groups)	In person/phone/email	Consultation, program evaluation, planning	As required

General Public	In person/phone/email	Information	As required
CDC	In person/phone/email	Research planning, program evaluation	As required

## SECTION 7. POSITION-RELATED DECISION MAKING

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

This position provides guidance and decision making on the following: statewide strategic goals and plans; statewide HIT/HIE goals and objectives; national representation of the Oregon Public Health Division, approaches to public health interoperability, including data linking and data system integration; and methods for linking performance measurement and program evaluation to population surveillance. Strategic planning and prioritization decisions that require cross-agency and community partner collaboration and affect the priorities, outcomes, and operation of the executive branch decisions on selection of information technology solutions, integration and delivery of local PH services, and the quality and scope of the statewide public health system. Decisions directly impact OHA budget, policies, and cost benefit of public health received by Oregonians. Decisions will affect the credibility of OHA and the statewide public health system and the ability to perform its mission.

Evaluate and advise upper management on proposals that would have impact on project goals. Evaluate and advise upper management on strategic initiatives. This position also makes recommendations regarding policy and fiscal decisions which affect local agencies, private providers, and other state partners, and may affect the credibility of the Division. The position helps establish standards for interoperability and recommends best practices.

## 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
PHM3		Meetings, email, phone, in-person. Reviews work and performs Quarterly Check-ins.	Weekly, monthly, quarterly	To assure effectiveness, progress, quality of work, prioritization of activities, strategic plan alignment with OHA vision.



**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"/> Prepare 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.**

Experience with data system and public health project management including cost estimating and time and resource allocation.

Strong background/knowledge in public health information systems is desired.

General knowledge of principles and practices of epidemiology, statistical analysis and data management.

Experience in strategic planning and aligning with agency visions and goals.

Experience with implementing system interoperability solutions.

Experience working with Electronic Health Records (EHRs) and data.

Ability to respond in person or by phone to emergency public health events if needed.

Informatics experience.

This position may be required to respond to a public health emergency. The person in this position is required to take the Federal Emergency Management Agency’s Introduction to National Incident Management System (NIMS), IS-700 course within three months of filling the position. Additional training in emergency response may be required.

**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
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## 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

**Aug 27, 2024**

\_\_\_\_\_  
Date