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|  | | | **STATE OF OREGON —** **Oregon Health Authority** POSITION DESCRIPTION | | | | | | | | **Position Revised Date:**  **March 24, 2022**  **This position is:** | | | |
| **Agency:** **Oregon Health Authority**  **Division:** Equity and Inclusion  New  Revised | | | | | | | | | | | [Classified](http://egov.oregon.gov/DAS/HR/docs/class/ClassGuidefin.pdf)  [Unclassified](http://egov.oregon.gov/DAS/HR/docs/class/ClassGuidefin.pdf)  Executive Service  Mgmt Svc – Supervisory  Mgmt Svc – Managerial  Mgmt Svc - Confidential | | | |
| **SECTION 1. POSITION INFORMATION** | | | | | | | | | | | | | | |
| **a.** Classification Title: | | | | Project Manager 3 | | | | | **b.** Classification No: | | | X0856 | | |
| **c.** Effective Date: | | | | 12/1/2021 | | | | | **d.** Position No: | | | 00000140009 | | |
| **e.** Working Title: | | | | Equity and Inclusion Project Manager | | | | | **f.** Agency No: | | | 44300 | | |
| **g.** Section Title: | | | | Business Support | | | | |  | | |  | | |
| **h.** Employee Name: | | | | Vacant | | | | | | | | |  | |
| **i.** Work Location (City – County): | | | | | | | Portland-Multnomah | | | | | | | |
| **j.** Supervisor Name: | | | | | Beth Sanders, Director of Operations | | | | | | | | | |
| **k.** Position: | | Permanent  Seasonal  Limited Duration  Academic Year  Full-Time  Part-Time  Intermittent  Job Share | | | | | | | | | | | | |
| **l.** FLSA: | Exempt  Non-Exempt | | | | | If Exempt: | | Executive  Professional  Administrative | | **m.** Eligible for Overtime: | | | | Yes  No |

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| SECTION 2. PROGRAM AND POSITION INFORMATION |

1. **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 a state government agency with a single overarching goal: **eliminate health inequities in Oregon by 2030**. To achieve this transformational goal, OHA is on a journey to become an anti-racist organization. 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.”

OHA values health equity, service excellence, integrity, leadership, partnership, innovation and transparency. The agency is comprised of the OHA Director’s Office / Tribal Affairs and 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.

The Office of Equity and Inclusion (OEI), a division of OHA, works with diverse communities to eliminate health gaps and promote optimal health in Oregon. By connecting people, policy and programs, we can make substantial, measurable progress in improving the health of all Oregonians. The division is organized into three units:

1. Business Support (including administration and operations for the division, project management, process improvement, and research).
2. Diversity, Inclusion, Training and Civil Rights (including civil rights processes for employees - internal) and the public (external), training-related strategic initiatives, workforce equity and inclusion, affirmative action/EEO);
3. Health Equity (including Developing Equity Leadership through Training and Action (DELTA), Regional Health Equity Coalitions (RHEC), Cultural Competence Continuing Education (CCCE), Traditional Health Worker Program (THW), and Healthcare Interpreter Program (HCI); and
4. REALD and SOGI data (including equity research, analytics, Race, Ethnicity, Language and Disability (REALD) and Sexual Orientation and Gender Identity (SOGI) implementation).

**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 project manage, oversee and coordinate division and agency-wide interdisciplinary projects and teams, including community partners and contractors, related to equity and inclusion. Initiatives related to equity and inclusion, health equity and OHA's 2030 goal to eliminate health inequities include but may not be limited to workforce strategy, planning, performance management, process management and continuous improvement in large scale and complex projects assigned by the division director or operations director. The impact of this position's work will increase foundational capacity for OHA to be on track to achieve the 2030 goal.

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| **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**. |

| **% of Time** | | | **N/R/NC** | | **E/NE** | | **DUTIES** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Note:*** *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”.* | | | | | | | | |
| 70% | | N | | E | | **Project Management:**   * Designs and leads comprehensive projects throughout project lifecycle, requiring identifying scope, training, resources, risk identification, strategies and collaboration with multiple parties, internal and external to the division and OHA. * Manage health equity and equity and inclusion projects, initiatives and coordinate project teams across the division and agency including the involvement of community partners, contractors, other state agencies, and departments and teams in OHA. * In concert with the directors and managers of the division, equity-focused teams and initiatives such as the OHA Strategic Action Team, community partners and contractors, inform strategies for effective and efficient execution and continuous improvement of operational processes and projects. * In collaboration with the division director, the operations director, managers and agency partners such Human Resources and equity-centered teams in OHA, inform and implement workforce strategy for the division and the agency. * Inform and implement operations coordination in the development of consistent and standard operating procedures and processes, as well as continuous quality improvement of such processes to meet divisional objectives. * Work across the division and agency to inform the development of and implement projects, systems, tools, and procedures to assist in achieving divisional and organizational objectives. | | |
| 25% | | N | | E | | **Process Improvement**   * Work with the operations director to build the division’s process improvement portfolio of projects based on goals, metrics, needs and input from the division’s program directors and agency needs. * Project Manage and maintain the process improvement portfolio for the division. * Oversee and collaborate with project team members managing improvement projects. * Work with the operations director to prioritize and plan staffing needs for projects in the portfolio, based on division and agency needs/requests, and input from program directors in the division. * Support the operations director in developing, reporting and presenting status reports on the advancement of the projects within the improvement portfolio to OHA leadership, division directors, management staff and OEI division staff. * Work with the operations director to collaborate with other divisions, state agencies and organizations/professional networks to identify promising practices and standards in operational processes to ensure consistency across the agency and proficiency within Equity and Inclusion operations. | | |
| 5% | | NC | | E | | * Attend meetings, conferences and other events as needed or requested by the operations director, representing the division and the agency. Participate in other projects and duties as assigned by the operations director. | | |
| At all times/ ongoing | | R | | E | | Demonstrate understanding and apply practice relating to anti-racism, health equity, equity advancement goals, universal access, civil rights, cultural responsiveness and human dignity for all people.  Consistently treat customers, community partners, vendors and co-workers with dignity and respect. Create and maintain a work environment that is respectful, promoting equity and transformation goals. Sets clear guidelines and models expected respectful behaviors.  Maintain subject matter expertise in equity-centered and transformational project management, change management, process improvement principles and strategies. This includes ongoing research, evaluation and documentation on these topics and sharing resources and guidance to inform divisional, agencywide and statewide project management and process improvement standards. | | |

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| **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 is based in Portland where the OEI office is located. Open office environment, with frequent use of a computer for prolonged periods to produce written documents. Must be willing to learn new technologies as they are introduced into the workplace.

Remote work in this position is possible based on mutual agreement and coordination with the supervisor.

Occasional in-state travel may be required to attend meetings, trainings and conferences.

Non-traditional working hours, including working extended hours during peak work periods and Legislative sessions, may occasionally be required.

This position regularly works with groups comprised of individuals with diverse experiences, identities and perspectives.

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| **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.**

Oregon Revised Statutes, Oregon Administrative Rules, federal and state laws and rules governing employment, Collective Bargaining Agreements, Attorney General Model Rules, DAS and OHA Policies and Procedures.

State legislation involving health care to Oregonians, Titles XIX and XXI of the federal Social Security Act, federal Employee Retirement and Income Security Act, rules and guidance issued by the federal

department of Health and Human Services and the Centers for Medicaid and Medicare Services.

Some examples of guidelines that this position should be aware of and refer to include:

* Discrimination and Harassment-Free Workplace Policy
* ODHS-OHA Alternate Format and Language Access Services Policy
* ODHS-OHA Gender Identity and Expression Policy for Employees
* OHA Equity Advancement Plan
* OHA Employee Resource Group Policy and Procedures
* OHA Non-Discrimination Policy for the Public
* OHA Reasonable Accommodation Policy and Procedures
* OHA Strategic Plan
* OHA Performance System
* OHA Tribal Consultation and Indian Health Program Confer Policy
* OHA Race, Ethnicity, Language and Disability Data Policy
* OHA Standards and Guidelines for Cultural Competency
* Office of Equity and Inclusion Desk Reference Manual

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

These guidelines are used to assure that all business and administrative functions are transacted with appropriate laws, rules, policies, and procedures. The person in this position must judge and interpret the appropriateness of these guidelines to each situation to fit the specific problem. This position will use these guidelines to maintain knowledge as a subject matter expert on a variety of topics related to equity-centered project management and process improvement. The position provides valuable analysis which will enable top management to make policy decisions of far-reaching consequences (e.g. OHA-and statewide).

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| **SECTION 6. WORK CONTACTS** |
| **With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?** |

| **Who Contacted** | **How** | **Purpose** | **How Often?** |
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| ***Note:*** *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”.* | | | |
| Equity and Inclusion Division Directors, Managers, Program Directors and Staff | Telephone, in person, virtually, in writing | Plan, resolve problems, convey, receive and integrate information | Daily |
| OHA teams, team members in other divisions and across the agency. Examples: OHA Leadership Team, Office of Human Resources, Strategic Action Team, Equity Advancement Leadership Team | Telephone, in person, virtually, in writing | Plan, resolve problems, convey, receive and integrate information | Daily/ Weekly |
| Community partners, other state agencies, prospective employees and other potential stakeholders | Telephone, in person, virtually, in writing | Plan, resolve problems, convey, receive and integrate information | Monthly/weekly/as needed |
| Vendors/Contractors | Telephone, in person, virtually, in writing | Plan, resolve problems, convey, receive and integrate information | Monthly/weekly/as needed |

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| **SECTION 7. POSITION-RELATED DECISION MAKING** |

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

Decisions involving independent judgment and action are made daily to assure that a diverse array of projects are consistent with legislative direction and all applicable statues, rules, policies, regulations and contract requirements. Evaluations, decisions, and recommendations affect staff and systems that support statewide program operations serving all Oregonians and for approximately 70 employees. The projects that the incumbent manages have large costs associated with the outcomes. Decisions determine the quality and effectiveness of the Equity and Inclusion Division from both the internal (division and agency workforce) and external (community partners) perspectives.

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| **SECTION 8. REVIEW OF WORK** |
| Who reviews the work of the position? |

| **Classification Title** | **Position Number** | **How** | **How Often** | | **Purpose of Review** |
| --- | --- | --- | --- | --- | --- |
| ***Note:*** *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”* | | | | | | |
| Equity and Inclusion Director of Operations |  | Frequent discussions and confers. Team meetings, individual check ins, emails, phone.  Formal review. | | Daily, weekly  Annually, or more as needed. | Input and exchange of information.  Provide performance feedback and direction. | |

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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? | | |
|  | Plan work  Coordinates schedules  Assigns work  Hires and discharges  Approves work  Recommends hiring  Responds to grievances  Gives input for performance evaluations  Disciplines and rewards  Prepares & 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 records check.

Preferred educational background/certifications:

Master’s Degree related to Public Health, Human Services, Social Work, Behavioral or Social Sciences, Organizational Development, Law, Education, Race and Ethnic Studies, Disability Studies or Public Administration, and/or coursework, training and/or program development focused on social justice, racial justice, disability justice, anti-racism, dismantling institutional privilege, social determinants of health and equity, community organizing, marketing, and policy development.

Certification in one or more of the following related to project management, process improvement such as LEAN. Equity focus in any certification is strongly desired.

Strongly requested skills/attributes::

Sound, independent judgment in the coordination and prioritizing of projects and activities across multiple operational and administrative systems, and the ability to effectively recognize problems and implement solutions through the coordination of resources and guidance of project teams.

Strong customer service orientation and a high degree of responsiveness to customer requirements. Because of the high profile of the activities, projects and programs in the division and the varied customers of these offices, this position demands innovative thinking, flexibility and an ability to manage change and varied resources.

Knowledge and application of equity and inclusion principles such as anti-racism, cultural humility, culturally responsive practice, and engaging prioirity communities who have been most harmed by social injustce and healht inequities.

Knowledge and experience with change management, systems transformation and conflict resolution or restorative justice.

Highly specialized expertise of an expanded body of theory and principles of and seasoning in the field of project management to demonstrate the knowledge and skills of the class, typically acquired through significant related work experiences and/or formal study in the discipline of project management.

General knowledge of the principles and practices of management, including planning, organizing, directing, motivating, and decision making

Knowledge and skills in continuous improvement principles and processes for example Lean Leader techniques.

General knowledge of the principles and practices of organizational behavior.

Basic knowledge of public speaking techniques.

Skill in communicating effectively in writing and in oral expression.

Skill in writing and analyzing general, statistical and technical reports.

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| 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 curser at end of a row (outside table) and hit “Enter”.*

| Operating Area | Biennial Amount ($00000.00) | Fund Type |
| --- | --- | --- |
| N/A |  |  |
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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 |  | Date |  | | | | |