



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:

6.27.2024

This position is:

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

Agency: Oregon Health Authority

Division: Health Policy and Analytics

New Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Research Analyst 3
- b. Classification No: 1117 c. **Effective Date:** 11.15.2023
- d. Position No: 1025788
- e. Working Title: Health-Related Social Needs Data Analyst
- f. Agency No: 44300
- g. Section Title: Office of Health Information Technology and Analytics Infrastructure
- h. Employee Name: TBD
- i. Work Location (City — County): Portland (Multnomah) or Salem (Marion)
- j. Supervisor Name: Amanda Peden
- k. Position: 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.

This position resides within the Division of Health Policy and Analytics (HPA) of the Oregon Health Authority (OHA).

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 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.

HPA is organized into seven offices: the Office of Health Policy; the Office of Delivery Systems Innovation; the Office of Health Analytics; the Office of Health Information Technology & Analytics Infrastructure; the Public Employees Benefit Board and the Oregon Educators Benefit Board; the Oregon Health Insurance Marketplace; and the Office of Business Operations. The Division is responsible for providing agency-wide policy development, strategic planning, clinical leadership, and statewide delivery system technology tools to support care coordination, health system transformation support, and health system performance evaluation reports.

This employment opportunity is within the Office of Health Information Technology & Analytics Infrastructure (OHITAI) which is part of the Oregon Health Authority (OHA). OHITAI combines HPA’s health IT, data systems, and analytics infrastructure work under one reporting structure.

Several OHITAI teams provide critical support for HPA's health analytics and metrics work. All teams play important roles in broader OHA work related to technology, data, and systems, such as health information technology leadership, REALD and SOGI reporting, and data and IT infrastructure governance.

This position sits on the Social Health Needs and Analytics Project (SHNAP) Team and is for the Health-Related Social Needs (HRSN) program, a new program that will develop, implement, and operate data collection, analysis, community processes, and reporting related to social health data, in particular the health-related social needs services (housing, nutrition, and climate supports) available in Oregon's historic 1115 Medicaid Waiver (2022-2027). The HRSN Analytics Program will provide technical and data support to the Health System Division and Health Policy & Analytics as those divisions work to implement the 1115 Waiver and support Oregon's Medicaid/Oregon Health Plan program. In particular, this team focuses on data related to HRSN services, such as housing and food supports, and coordination of those services for Medicaid members undergoing major life transitions. This team develops, analyzes, and publicly reports HRSN and Community Information Exchange (CIE) and related data to community groups, policy makers, program leadership, health care and social service partners, partner agency leadership, and consumers. Staff analyze and evaluate these data along with information from other sources to inform and advance programs and policies.

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 is to complete research and data analysis projects related to health-related social needs and social health services, such as 1) use of health-related social needs services with attention to inequities in access to services, and impact of these services on communities in Oregon's Medicaid program, the Oregon Health Plan. The HRSN Data Analyst will support HRSN program decision making through thoughtful analysis, interpretation and visualization of data. This position will develop and support development of regular and accessible reporting about health-related social needs (HRSN) for the public, federal, state, and internal agency partners. This position will be a key member of the HRSN Analytics team and under the leadership of the HRSN Analytics Lead, HRSN Lead Research Analyst and HRSN Policy Analyst.

Activities include, but are not limited to:

- Apply principles of data equity to all aspects of data and analytics, including planning, data collection, analysis, and data communication
- Work with HRSN Lead Research Analyst (RA4) and analysts and policy analysts from across OHA to identify existing data and data needs to support tracking of progress within the HRSN program and social needs services with a focus on equitable access to care
- Develop accurate, complete, and user-friendly data documentation to support use of Oregon Health Authority and cross-agency data sources for HRSN and social health analytics.
- Support design and develop analytical processes and technical procedures necessary to load, transform, and share CIE and HIE data between analytical and operational systems so that the data is suitable for analytical purposes.

- Work with HRSN Lead Research Analyst to develop data collection tools, procedures, and methodology for data collection related to health-related social needs.
- Provide program recommendations to the HRSN Analytics Leads and Manager relying on analysis of quantitative and qualitative data.
- Produce meaningful and accessible data reporting, communications, and visualizations, including products like data dashboards, to ensure data is available to key partners and Oregon communities
- Receive and organize internal data sets, including health plan reporting, surveys, other data related to health-related social needs; validate data and provide clean data sets
- Act as project manager for the team's data request tracking system to ensure data is provided in a timely manner
- Act as a subject matter expert for internal partners on technical processes and analytics related to the HRSN Analytics Program.

This position works closely with research and program staff in the Health Policy & Analytics Division and Medicaid Division, as well as other divisions including Equity and Inclusion and Public Health.

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
40%	N		<p>Operational Research and Evaluation</p> <ul style="list-style-type: none"> • Ensure principles related to health equity and data equity research, data collection, data analysis and communication are fully integrated in analytical work. • In collaboration with HRSN Lead Analyst and HRSN Lead Research Analyst, consult with HRSN program staff to identify needs, purpose, and methods to be used in ongoing monitoring and special projects and develop and document procedures that describe the series of steps to be taken.

			<ul style="list-style-type: none"> • Design samples and surveys for special projects related to social health data to collect raw data and generate reports. Implement research methodology, procedures, and forms for data collection to support ongoing assessment of health-related social needs service implementation. Analyze and interpret survey data. Validate data. Recommend next steps for further research and analysis. • Implement moderately complex research and evaluation projects related to CIE/HIE/HRSN including quantitative and qualitative data collection, analysis, and centering principles of data justice and member-centered evaluation. • Write code, or use software packages to retrieve, edit and tabulate data from various databases and files, including Medicaid claims data and other health and social service data sets. • Document standards and processes used to analyze the impact of health-related social needs services in Oregon and post to Health Analytics web site. • Together with the manager of the team and team leads, ensure that OHA leadership, the Governor's office, the Oregon Health Policy Board, other state agencies, health plans, and community partners have adequate information to monitor and improve health-related social needs services.
30%	N	E	<p>Report Preparation</p> <ul style="list-style-type: none"> • Develop and prepare data analyses and visualizations to summarize evaluative and research findings related to HRSN Analytics program and the 1115 Medicaid Waiver, including summary tables, graphs, and charts, and plain language summaries. • Support development of and maintain internal and external public dashboards and other regular internal and public reporting for the HRSN Analytics program.
15%	N	E	<p>Technical Consultation</p> <ul style="list-style-type: none"> • Confer with HRSN/HIT leads, policy makers, health care providers, contractors, auditors, health care researchers, and Federal, State, and local officials about research findings, existing or proposed research projects, current data, trends, and projections. • Act as a subject matter expert to internal partners on the technical processes of data processes and the usage of the HRSN data for analytical purposes.

			<ul style="list-style-type: none"> • Prepare written responses and provide technical expertise and specialized information on request.
10%	N		<p>Project coordination</p> <ul style="list-style-type: none"> • Receive and organize internal data sets, including health plan reporting, surveys, other data related to health-related social needs; validate data and provide clean data sets • Coordinate the team’s data request tracking system to ensure data is provided in a timely manner • Coordinate research projects or survey programs that include broad cross-functional team members. Plan and design analyses of quantitative and qualitative data relating to client satisfaction, health status, utilization, and risk assessment data. Assure that all required data and reports, such as those reports for the Legislature or data extracts for audits are submitted on or before due dates, allowing for internal review and approval.
5%	N	E	<ul style="list-style-type: none"> • Perform other assignments as needed. • Contribute to team ad hoc projects/needs as able. • Act as a resource within OHITAI on research and analytics strategy, policy and data analysis, and program design in areas of expertise or as needed by the team.
At all times	N	E	<p>Align Conduct with OHA’s Values and 10-year Goal</p> <ul style="list-style-type: none"> • In addition to the cultivation of equitable practices across all aspects of the position description, learns and applies knowledge and skills to interrupt systemic racism and oppression of marginalized groups and facilitates dismantling of systematic discrimination. • Consistently treats customers, partners, vendors, and co-workers with dignity and respect. Contributes to a work environment that respects and accepts diverse people and perspectives. Models professional behavior. Interrupts and reports inappropriate behaviors, especially those in violation of policy. • Contributes to a positive and productive work environment; maintains regular and punctual attendance; performs all duties in a safe manner; and complies with all policies and procedures. • Promotes and actively participates in OHA’s 2030 goal of eliminating health inequities.
At all times	N	E	<ul style="list-style-type: none"> • Demonstrates commitment to professional development related to ongoing development of personal cultural awareness and humility.

			<ul style="list-style-type: none"> • Creates and maintains a work environment that is respectful and accepting of diversity among team members and the people we serve. Identifies areas for collaboration and creating efficiencies by eliminating duplication and increasing efficiency and effectiveness of information gathering and dissemination. In consultation with manager, establishes and enacts a plan for becoming skilled at specified tasks outside of this position's usual job duties. • Works collaboratively with team members, whether brainstorming, as a sounding board, or taking on tasks to help colleagues in meeting the overall goals of the team and the agency. Contributes meaningfully to discussions and decision-making with managers and other staff.
At all times	N	E	<ul style="list-style-type: none"> • Contributes to cross-agency collaborations that support the development, implementation, monitoring of policies, programs and metrics that eliminate health inequities. • Demonstrates understanding and applying principles related to health equity in research, data collection, data analysis and communication, including data justice. • Demonstrates commitment to professional development around applying principles related to health equity in research, data collection, data analysis and communication. • Applies, develops, and maintains knowledge about equity practices in collecting, analyzing, and disseminating granular data on: <ul style="list-style-type: none"> ○ Race ○ Ethnicity ○ Language ○ Disability ○ Sexual orientation ○ Gender identity
At all times	N	E	<ul style="list-style-type: none"> • Ensures that engagement with the nine Federally Recognized Tribes in Oregon and with the Urban Indian Health Program is performed in accordance with OHA's Tribal Consultation and Urban Indian Health Program Confer Policy. This includes working closely with the HPA Tribal Liaison and OHA's Tribal Affairs team to engage with the Tribes within the parameters of the policy.

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 can be based in Portland or Salem, Oregon, with remote work capabilities. There are times that the work may need to be conducted at a state office building. There are frequent interruptions, demanding time frames, and the need for some overtime. When working in a state office building, work is done in open cubicles. There is daily work on desktop computer for extended periods of time. There may be some in-state travel.

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:

- State legislation involving health care to Oregonians, Oregon Revised Statutes (ORS), DAS and OHA Administrative Rules and Policies, and Administrator's manual and budget instructions, Procurement and Contracting rules and policies
- Titles XIX and XXI of the federal Social Security Act, Internal Revenue Code, federal Employee Retirement and Income Security Act, HIPAA, rules promulgated by the federal department of Health and Human Services, Centers for Medicaid and Medicare Services, Oregon's 1115 Medicaid Demonstration Waiver; Oregon Revised Statutes related to income taxes, health insurance, Medical Assistance and the Family Health Insurance Assistance Program, and Oregon Administrative Rules related to the Family Health Insurance Assistance Program, Oregon Medical Insurance Pool, Medical Assistance Program and small employer health insurance.
- Oregon Health Information Technology Oversight Council Charter (HITOC) and Meeting Materials, and ORS 413.300-413.310; Office of the National Coordinator for Health Information Technology (ONC) regulations, Standards Advisories, Guidance, and Reports; State Medicaid Health Information Technology Plan (SMHP) and State Medicaid Director Letters as appropriate, Medicaid APDs
- HPA & OHITAI Office Procedures

b. How are these guidelines used?

This position will use these guidelines to recommend policies that impact complex statewide issues. The position provides valuable analysis which will enable top management to make policy decisions of far-reaching consequences (e.g., OHA-and statewide). Guidelines provide structure and guidance for performing the job, which entails independent judgment and reasoning. Guidelines are used to identify the requirements, constraints or barriers related to areas under study to understand how health policy and recommended transformation strategies must be shaped to gain compliance; to identify areas requiring legislative change and/or to identify areas that require federal waivers of other regulatory action to allow implementation of proposed options.

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?
All levels of DAS, OHA, ODHS, and staff of other public and private organizations and national health research and policy groups	By telephone, electronic mail, letter or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research findings, collaborate on legislative or policy changes related to the health policy.	Daily
OHITAI Management Staff	Phone/Person/Written	Info/issues	Daily
OHITAI staff	Phone/Person/Written	Info/issues	Daily
CIE Policy & Program Manager	Phone/Person/Written	Info/issues/seek direction	Daily
Internal OHA & ODHS Project Partners	Phone/Person/Written	Info/issues	Daily/Weekly
CMS	Phone/Person/Written	Collect, provide and discuss information; manage projects; provide consultative advice, research findings, collaborate on legislative or policy changes related to the health policy.	Monthly
Representatives of the social services and health care industry	By telephone, electronic mail, letter or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research findings, collaborate on legislative or policy changes related to the health policy.	As Needed
Vendors/contractors	By telephone, electronic mail, letter or in person	Collect, provide and discuss information; manage projects/contracts	Daily
Governor's staff, Legislative and other community leaders and their staff	By telephone, electronic mail, letter or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research findings, collaborate on legislative or policy changes related to the health policy.	As Needed
General Public	By telephone, electronic mail, letter or in person	Collect, provide and discuss information; manage projects; provide consultative advice, research findings, collaborate on legislative or policy changes related to the health policy.	Monthly

SECTION 7. POSITION-RELATED DECISION MAKING

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

This position makes decisions related to identifying and selecting methods to carry out data validation, management, analysis and presentation. The employee is asked to generate reliable data and analyses that affect the reliability, validity and value of data used to make high profile policy

decisions. The employee makes decisions related to coordinating data submitters and other staff contributing to data collection, validation and analysis. The direct effect of these decisions will be the selection of analyses to publish and report as well constructive collaborations with data submitters.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"</i>				
Health-Related Social Needs and Health Information Technology Analytics Manager	1025786	By telephone, virtual conferencing, email, or in person	Weekly, monthly, and as needed	Identifies priorities, discuss problems, concerns, strategic planning, monitor progress and provide mutual updates on activities; Reviews and assigns work
Health-Related Social Needs Analytics Lead (OPA4)	1025778	By telephone, virtual conferencing, email, or in person	Daily	Reviews and assigns work; contributes to performance reviews (does not conduct them)
Director of Health Information Technology and Analytics Infrastructure	1010453	By telephone, virtual conferencing, email, or in person	Weekly, monthly, and as needed	Reviews the work for potential influence on broad agency or state policy and program goals.

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.

Lived experience of these and other areas of diversity is valued and recognized as a desired qualification for this position.

REQUIREMENTS

- Bachelor’s degree plus one year of progressively responsible experience in survey research, quantitative/qualitative analysis, quality assurance, or program management/analysis; or an appropriate combination of education and experience in a related field. An MPH, MBA, or Ph.D. in a related area may substitute for two years of experience.

PREFERRED

- A Bachelor’s degree in biostatistics, public health, public administration, finance, accounting, or otherwise related field.
- Experience managing or coordinating moderately complex research or analytical projects.
- Experience applying principles related to health equity in research, data collection, data analysis and communication, including principles of data justice.
- Experience with one or more of the following: SAS, R, SPSS, SQL, GIS, Power Query or Business Intelligence applications such as Power BI or Tableau.
- Experience and knowledge of healthcare and/or social service policy and environment, with experience working with social needs or social determinants of health data a plus.
- Experience with health survey research, health outcomes research, health care delivery systems research, or experience using health care expenditure, utilization, and quality assurance data.
- Experience and knowledge of Medicaid programs, medical billing, coding, and terminology or work with health care claims and enrollment files.
- Expertise using research and evaluation methods, including quantitative, qualitative, mixed methods, and/or community-based participatory research
- Knowledge and experience in survey design, research design, report writing, and data visualization.

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

Jun 25, 2024

Date