



STATE OF OREGON
invites applications for the position of:

Operations and Policy Analyst 3 (Policy Analyst)

JOB CODE: OHA11-1077

OPENING DATE/TIME: 09/02/11 12:00 AM

CLOSING DATE/TIME: 09/16/11 11:59 PM

SALARY: \$4,670.00 - \$6,565.00 Monthly

JOB TYPE: Limited Duration

LOCATION: Salem, Oregon

AGENCY: Oregon Health Authority-Health Policy & Research

DESCRIPTION:

NOTE: For DHS/OHA employees only- if interested this position will be a job rotation for 12 months.

The Oregon Health Authority (OHA) is a newly formed state agency dedicated to helping people and communities achieve optimum physical, mental and social well-being through partnerships, prevention and access to quality, affordable health care. We provide treatment services to people whose lives are damaged by alcohol and drugs. We serve people with mental illness. We provide leadership in public health services and health care. Our services are delivered in the least restrictive setting and in partnership with communities. We are absolutely committed to ongoing innovation in the delivery of services, and to recruiting, developing and retaining dedicated employees.

This employment opportunity is with Oregon Health Policy and Research (OHPR), which is part of the Oregon Health Authority (OHA). **There is one full-time, limited duration (to last 12 months from the date of hire) position located in Salem** and occasionally the Portland satellite office. This position is management service and not represented by a union.

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur.

Please be aware that due to the economic downturn and subsequent state budget short-fall this position may be required to take furloughs in the biennium 2011-2013.

OHA11-1077

DUTIES & RESPONSIBILITIES:

The primary purpose of this position is to analyze specific aspects of the health system in order to assist in the oversight and implementation of Unit duties of the Delivery System Reform Unit

(DSR), including the Primary Care Office (PCO). The DSR Unit provides support for a broad spectrum of health reform and safety net focused activities and in this role, this analyst will provide project management on key aspects of the DSR Unit; recommend health care policy reforms to the Director, the Oregon Health Policy Board, the Director of the Oregon Health Authority and the OHPR Administrator and Deputy Administrator and will assist in the coordination of major health reform activities engaging the Governor's office, state agencies, and multiple health care stakeholders groups. The person in this position is required to have the ability to design and implement new initiatives, to monitor outcomes and to write/manage grants in collaboration with internal and external partners. This position provides leadership in identifying the health needs of vulnerable populations and partners to improve quality health care access. This position will work with contractors, OHA staff and community members to develop policy recommendations and to implement DSR Unit activities. Issues and recommendations are highly visible and potentially controversial to the affected public and private health care constituents, state agencies, and the Governor's office. The person in this position will demonstrate recognition of the value of individual and cultural differences and help to create a work environment where talents and abilities are valued.

Serve as a project manager for key initiatives contained within the DSR Unit, including the Primary Care office. Work with the Project Director, OHPR Administrator and Oregon Health Policy Board Director planning and coordination of efforts that develop state policy and direction among health care stakeholders statewide on projects central to the DSR Unit.

Provides high level, independent and comprehensive research and recommendations on policy direction and implementation activities for statewide patient centered primary care home implementation in support of the DSR Unit. Evaluate data from different state and private programs and initiatives to identify trends, implementation issues, and overall support statewide for proposed policies. Independently prepare policy briefs with recommendations for use by OHPR, the Oregon Health Policy Board, Oregon Health Authority leadership staff, and others.

Create and sustain an effective network of collaboration and communication among stakeholders focused on improving the health of Oregonians. Act as a key resource to the Office of Health Policy and Research Administrator and Deputy Administrator and the Oregon Health Policy Board Director on the development of policy analysis, grant report writing and reporting, legislation, and program design all in support of PCPCH program objectives and grant implementation.

Other assignments as determined by the OHPR Administrator or Deputy Administrator.

WORKING CONDITIONS

This position requires weekly travel between Salem and Portland and occasional travel around the state. You must have a valid driver's license and an acceptable driving record. If no driver's license, must be able to provide alternate method of transportation.

Frequent use of a computer for prolonged periods to produce written documents and develop spreadsheets; and working extended hours during peak work periods and Legislative Sessions. This position regularly works with groups composed of individuals with diverse viewpoints.

QUALIFICATIONS & DESIRED ATTRIBUTES:

MINIMUM QUALIFICATIONS

A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree related to human services; and four years professional-level evaluative, analytical and planning work related to project management, research or policy

analysis. **OR**

Any combination of experience and education equivalent to seven years of professional-level evaluative, analytical and planning work related to project management, research or policy analysis.

DESIRED ATTRIBUTES

Experience with project and contracts management for high profile efforts.

Experience with or knowledge of health care quality improvement, providing technical assistance and/or learning collaborative development.

Experience working with primary care providers or practices related to primary care home implementation or related practice transformation efforts.

Experience with oversight or direct involvement with research and evaluation efforts of large scale implementation efforts.

Experience with outreach and education to the health care community, including stakeholders, consumers and payers.

Experience with grant writing, grant reporting and oversight.

Experience with health care policy analysis and implementation.

Experience with meeting preparation and facilitation to support stakeholder meetings.

ADDITIONAL INFORMATION:

IMPORTANT NOTICE – Email Addresses Now Required

The state of Oregon is now requiring all applications have a valid email address.

If you do not currently have an email address and do not know where to go to get one please refer to our Applicant E-Recruit FAQ's web page. Click on the link below to go directly to question #14 to view several internet providers where you can get a free e-mail account. The state of Oregon does not endorse any particular provider.

Applicant E-Recruit FAQ's

If you are offered employment, the offer will be contingent upon the outcome of an abuse check, criminal records check and driving records check, and the information shall be shared with the DHS, Office of Human Resources (OHR). Any criminal or founded abuse history will be reviewed and could result in the withdrawal of the offer or termination of employment.

DHS will communicate with all applicants via e-mail.

If you need assistance to participate in the application process, you are encouraged to call 503-945-5698 (voice) or 503-945-6214 (TTY) between 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday through Friday.

If you need assistance with adding attachments to your profile or to a specific job posting please go to [Adding and Removing Attachments to a Profile and Job Posting](#) for further instructions. This quick help guide can also be found on the State Jobs Page by clicking in the Applicant E-Recruit FAQ's then click on Applicant Profile Maintenance.

PLEASE CONSIDER JOINING US!

The Oregon Department of Human Services is committed to affirmative action, equal employment opportunity and workplace diversity.

Job #OHA11-1077
OPERATIONS AND POLICY ANALYST 3 (POLICY
ANALYST)
JR

Operations and Policy Analyst 3 (Policy Analyst) Supplemental Questionnaire

Your application materials, including your answers to the below "Supplemental Questions," will be reviewed to determine if you meet the minimum qualifications and how you meet the desired attributes for the position to which you have applied. Your answers to the supplemental questions must be reflected in the work experience section of your application. Résumés (text or attached) will not be reviewed to verify work history unless clearly stated in the job posting. Only those individuals who most closely match the desired attributes will be invited to an interview.

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must be from accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

NOTE: This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Court System; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

* 1. Which of the following best describes your **highest related level of education?**

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree
- Bachelor's Degree and additional coursework
- Master's Degree
- Master's Degree and additional coursework
- Doctorate Degree
- Doctorate Degree and additional coursework
- None of the Above

* 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many **upper division (300 level or higher)** credit hours have you completed? Select the Quarter/Semester hours that best describe your **completed coursework**. If this does not apply to you, enter N/A.

- N/A
- 4 Quarter hours/3 Semester hours
- 8 Quarter hours/5 Semester hours
- 12 Quarter hours/8 Semester hours
- 16 Quarter hours/11 Semester hours
- 20 Quarter hours/13 Semester hours
- 24 Quarter hours/16 Semester hours
- 28 Quarter hours/19 Semester hours
- 32 Quarter hours/21 Semester hours
- 36 Quarter hours/24 Semester hours
- 40 Quarter hours/27 Semester hours
- 44 Quarter hours/29 Semester hours
- 45-68 Quarter hours /30-45 Semester hours
- 69-95 Quarter hours /46-63 Semester hours

- 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your **upper division (300 or higher)** coursework. If you did not, enter N/A.
- * 4. Which of the following best describes the **focus of your degree**?
- Business Administration
 - Public Administration
 - Behavioral Science
 - Social Science
 - Finance
 - Political Science
 - Other Related Degree
 - My degree is not related
 - I do not have a degree
- * 5. If you selected "Other Related Degree" in question 4, please identify the **focus of your degree**. If you did not, enter N/A.
- * 6. Which of the following best describes your **professional level experience which included evaluative, analytical and planning work related to project management, research or policy analysis**?
- less than 6 months
 - 6 to 11 months
 - 12 to 17 months
 - 18 to 23 months
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years or above
 - None of the above
- * 7. Describe your experience with health care quality improvement, providing technical assistance and/or learning collaborative development?
- * 8. Describe your experience working with primary care providers or practices related to primary care home implementation or related practice transformation efforts.
- * 9. How much experience do you have with oversight or direct involvement with research and evaluation efforts of large scale implementation efforts?

- Less than 6 months
 - 6 to 11 months
 - 1 year
 - 2 years
 - 3 years
 - 4 years
 - 5 years or more
 - None of the above
- * 10. Describe your experience with outreach and education to the health care community, including stakeholders, consumer and payers?
- * 11. How much experience do you have with grant writing, grant reporting and oversight?
- Less than 6 months
 - 6 to 11 months
 - 1 year
 - 2 years
 - 3 years
 - 4 years
 - 5 or more years
 - None of the above
- * 12. How much experience do you have with meeting preparation and facilitation to support stakeholder meetings?
- 1 year or less
 - 2 years
 - 3 years
 - 4 or more years
 - None of the above
- * 13. Are you a **current employee with the Oregon Department of Human Services (DHS) or Oregon Health Authority (OHA)**? This includes regular status, trial service and limited duration employees. DHS temporary, volunteer and contract employees are not included.
- Yes, I am a current trial service, regular status or limited duration employee with DHS or OHA.
 - No, I am not a current employee with DHS or OHA.
- * 14. **Transcripts:** If you are using education (a degree or coursework) to qualify for this position, transcripts must be submitted for all required or related courses. Transcripts can be official or unofficial at time of application. If you are using your education to meet the minimum qualifications and do not attach your transcripts your application may be removed from consideration.

Veteran's Preference Points: If you are requesting Veteran's Preference points, you must attach the necessary documentation to receive the credits. If you do not, points will not be provided.

Work History: Your application must verify your responses to the above questions in order to be considered. **If your answers are not reflected in your work history, your application may be removed from consideration.**

Have you demonstrated your work history in your answers and attached all necessary documents?