



STATE OF OREGON  
invites applications for the position of:

# Research Analyst 3 (Health Research Analyst)

**JOB CODE:** OHA11-1072

**OPENING DATE/TIME:** 08/31/11 12:00 AM

**CLOSING DATE/TIME:** 09/14/11 11:59 PM

**SALARY:** \$3,385.00 - \$4,951.00 Monthly

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Oregon Health Authority-Health Policy & Research

**DESCRIPTION:**

OHA11-1072

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** opening located in Salem. This position is classified unrepresented, and not represented by a union.

**NOTE: For State of Oregon employees only- if interested this position will be a job rotation for 12 months.**

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

**DUTIES & RESPONSIBILITIES:**

Oversee and maintain the databases used to store the data representing the decisions and rationale of the Health Services Commission (HSC)/Health Evidence Review Commission (HERC)\* in maintaining the Prioritized List of Health Services, which the legislature uses to define benefits for the Oregon Health Plan. Maintain and update an Access Database including extensive Visual Basics for Applications programming. This database tracks work for the HSC staff and produces

and transmits files representing the Prioritized List for loading into the Medicaid Management Information System (MMIS).

Oversee the gathering, analysis and reporting of health care data as it relates to the decisions of the HSC/HERC and their subcommittees and workgroups and provide research on comparative effectiveness, benefit design and cost-sharing issues. Perform statistical analysis, interpret results, maintain a Microsoft Access database program, develop and write descriptive, technical, and analytical documents as well as assist in the production of comprehensive reports on the work of the HSC/HERC for the Governor, Legislature and the Oregon Health Policy Board.

Maintain and enhance computer databases and related Visual Basic for Application Code, including the database which depicts the ranking of services on the HSC's Prioritized List of Health Services and manages the workflow of Commission Staff. Provide high level, independent and comprehensive research to the HSC on options involving benefit design. Collect and evaluate data from different state and private programs on benefit exclusions and limitations and cost-sharing strategies and levels. Provide policy briefs to convey findings and recommendations to the HSC. Give presentations to OHA and other state agencies, health care researchers, and other members of the public on research.

Advise OHPR Administrator and HSC/HERC Director in design features of a value-based benefit package for consideration by the Oregon Health Policy Board for use either within or outside of the Oregon Health Insurance Exchange, using knowledge of commercial health insurance design in both federal and state regulations. Plan and manage research with contracted actuary and HSC/HERC clinical team in determining health and financial impacts of providing benefit package to all or a subset of Oregonians. Determine and apply appropriate national and state data, academic research and available software tools in developing a mathematical model for estimating these impacts.

Assist the HSC/HERC Director in compiling and analyzing the necessary data and information to support the HSC/HERC/Oregon Health Policy Board's deliberations and decisions related to continued development of benefit packages for Oregon Health Authority programs.

Perform literature searches to help identify research related to comparative effectiveness reviews of health care treatments, medical devices and other medical technologies in support of the deliberations of the HERC. Assist with the initial analysis of this information.

Assist in the writing of reports to the governor, legislature, and Oregon Health Policy Board. Act as lead staff to HSC/HERC workgroups as assigned. Establish work plan, draft working documents of options for consideration, evaluate progress toward goals, and write meeting highlights. Review state and federal publications, professional journals, and health related websites for information useful to the HSC/HERC. Other related work, as assigned by the HSC/HERC Director or OHPR Administrator.

\* HB 2100 (2011) abolishes the Health Services Commission and transfers their duties to the new Health Evidence Review Commission as of January 1, 2012.

### **Working Conditions**

Requires occasional travel around the state; frequent use of a computer for prolonged periods to analyze data files, and produce written documents and reports. Overtime work may be required occasionally.

### **QUALIFICATIONS & DESIRED ATTRIBUTES:**

A Bachelor's Degree in any discipline that included six-quarter units in statistics or quantitative analysis methods and procedures, and one year experience using computerized applications to independently gather, compile, and analyze data and prepare narrative or statistical reports;

**OR**

Four years of research experience using computerized applications to independently gather, compile, and analyze data and prepare narrative or statistical reports.

**NOTE: For State of Oregon employees only- if interested, this position will be a job rotation for 12 months.** Experience gained can be listed as part of the employee's qualifications on future applications. The employees chosen for this assignment will retain his/her current classification and will have the right to return to his/her permanent position at the end of the rotation. Depending on the ability of the applicant to perform the duties of these positions, a work-out-of-class payment may be paid. **If you are a State of Oregon employee and would like to be considered for this position as a job rotation you must apply via Neogov. Additionally you must submit and attach a written consent from your supervisor to participate.**

**DESIRED ATTRIBUTES**

- Experience with healthcare finance, delivery, policy and reform.
- Extensive knowledge of computer concepts, applications and capabilities including design, programming languages
- Experience using a relational database such as Access
- Experience reviewing, analyzing, interpreting and explaining statistical data and reports.
- Experience with relational database programs and other database query tools
- Experience writing and presenting research findings and reports.
- Experience working with multi-stakeholder groups to develop work products.

**ADDITIONAL INFORMATION:****IMPORTANT NOTICE – Email Addresses 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 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.

**SUPPLEMENTAL INFORMATION**

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 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/OHA, 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/OHA will communicate with all applicants by e-mail.

**PLEASE CONSIDER JOINING US!**

The Oregon Health Authority is committed to affirmative action, equal employment opportunity and workplace diversity.

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Job #OHA11-1072  
RESEARCH ANALYST 3 (HEALTH RESEARCH  
ANALYST)  
JR

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### Research Analyst 3 (Health Research 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. What is 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 you did not, 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. What is the **focus of your degree**?
- Mathematics/Statistics
  - Economics
  - Behavioral Science
  - Social Science
  - Business
  - 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. Did your education include **at least six quarter/four semester units in statistics or quantitative analysis methods and procedures**?
- Yes
  - No
- \* 7. Which of the following best describes your **length of research experience using computerized applications to independently gather, compile, and analyze data and prepare narrative or statistical reports**?
- 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
- \* 8. Which of the following best describes your length of experience with health policy and healthcare reform?
- 1 year or less
  - 2 years
  - 3 years
  - 4 or more years
  - None of the above

- \* 9. Which of the following best describes your length of experience analyzing, interpreting and explaining statistical data **and** reports to a lay audience?
- 1 year or less
  - 2 years
  - 3 years
  - 4 or more years
  - None of the above
- \* 10. Which of the following best describes your experience using statistical software packages such as **SPSS or SAS** for data analysis?
- 1 year or less
  - 2 years
  - 3 years
  - 4 or more years
  - None of the above
- \* 11. Which of the following best describes your length of experience conducting periodic review of database elements to determine data integrity?
- 1 year or less
  - 2 years
  - 3 years
  - 4 or more years
  - None of the above
- \* 12. Summarize your education and experience developing and reporting quantitative statistical information and communicating the results of your analysis.
- \* 13. How much experience do you have with Visual Basic for Applications and SQL?
- 1 year or less
  - 2 years
  - 3 or more years
  - None of the above
- \* 14. Which of the following best describes your professional work in the development of SQL database systems and/or business application software development with direct responsibilities for requirements gathering, analysis, estimating, design, testing and implementation?
- 1 year or less
  - 2 years
  - 3 years
  - 4 or more years
  - None of the above
- \* 15. Describe your experience and knowledge of computer concepts, applications and capabilities including systems design, elementary programming languages and statistical or quantitative analysis software as related to research studies.
- \* 16. Are you a **current employee** with the Oregon Department of Human Services (DHS) or Oregon Health Authority (OHA)? Note: This includes regular status, trial service and limited duration employees. Temporary, volunteer and contract employees are not included.
- Yes, I am a current DHS or OHA employee

No, I am not a current DHS or OHA employee

- \* 17. **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?**

Yes    No

\* Required Question