

**JOB CODE: OHA14-0474**

**JOB TITLE: Operations and Policy Analyst 4 (Policy, Implementation, & Program Development Lead Policy Analyst)**

**OPENING DATE/TIME: July 25, 2014**

**CLOSING DATE/TIME: August 8, 2014**

**SALARY: \$5384 - \$7550 MONTHLY**

**JOB TYPE: Permanent**

**LOCATION: Salem, OREGON**

**AGENCY: OREGON HEALTH AUTHORITY-Health Policy and Research**

**OHA14-0474**

**We Value...**

**service excellence, leadership, integrity, health equity, innovation and partnership.**

**Please visit our exciting [Facebook page](#) and [Linked-In page](#)!**

The Oregon Health Authority (OHA) is a 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 are absolutely committed to ongoing innovation in the delivery of services, and to recruiting, developing and retaining dedicated employees.

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 overseen by the nine-member citizen Oregon Health Policy Board (<http://www.oregon.gov/oha/OHPB/Pages/index.aspx>) which is working toward comprehensive health and health care reform in the state.

The Health Authority is focused on transforming Oregon's health system by:

- Improving the lifelong health of Oregonians
- Increasing the quality, reliability, and availability of care for all Oregonians
- Lowering or containing the cost of care so it is affordable to everyone

OHA includes most of the state's health care programs, including Public Health, Addictions and Mental Health, the Oregon Health Plan and employee benefits. Incorporating the state's health care programs within one agency gives the state greater purchasing and marketing power to begin tackling the issues of cost, quality, and access to care.

The Oregon Health Authority (OHA) strives to create inclusive environments that welcome and value the diversity of the people we serve. OHA fosters fairness, equity, and inclusion to create workplace environments where everyone is treated with respect and dignity regardless of race, color, religion, sex, disability, physical stature, age, national origin, sexual orientation, gender identity, marital status, political affiliation and any other factor applicable by state or federal law.

This employment opportunity is with Health Policy and Research, which is part of the Oregon Health Authority (OHA). **There is one permanent, full-time position located in Salem (700 Summer Street)**. This position is 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.

The goal of this recruitment is to fill this position at the Operations and Policy Analyst 4 level. However, we encourage candidates who meet the minimum qualifications for an Operations and Policy Analyst 3 (\$ 4441.00 - \$ 6861.00) to apply, as we may consider under-filling the position until the selected candidate meets the minimum qualifications for an Operations and Policy Analyst 4. Underfill training will not exceed two years.

## **DUTIES AND RESPONSIBILITIES**

Are you a talented public policy professional interested in helping Oregonians enjoy better health, better care and lower costs? Are you intrigued by health information technology and electronic health records that support providers and care teams coordinate care and improve their ability to manage and analyze patient data?

The Office of Health Information Technology (OHIT) located within the Oregon Health Authority is working with Oregon's health care community to improve health by making it possible to securely share patient information both within the state and nationally. An electronic health information network connecting providers, health plans and individuals will make care more efficient and effective. Significant Health Information Technology (HIT) and Health Information Exchange (HIE) projects are in development now, and we need a Lead Policy Analyst to support this work.

The main focus areas are:

Serve as a key resource to leadership on grant and program development relating to health information technology and health information exchange.

- Working with Federal partners and OHIT staff to develop Oregon's Advanced Planning Documents (APDs) and strategy documents relating to HIT and HIE.
- Coordinate with OHIT's Management team, OHA/DHS Staff and external stakeholders to plan and develop State delivered/supported HIT and HIE programs.

The successful candidates will join a close-knit team of dedicated policy, HIT and HIE professionals in the [Office of Health Information Technology](#) in Salem (700 Summer Street NE, Suite 125) with flexibility to work a limited number of days in Portland each week. This position is Full Time Permanent, but OHIT reserves the right to fill the position with a less than full time.

## **WORKING CONDITIONS**

This position requires weekly travel between Salem and Portland and occasional travel around the state; 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.

Physical working condition normally consist of those in a standard office environment,

You must have a valid driver's license with an acceptable driving record. If not, you must be able to provide an alternate method of transportation.

## **Interested? Here's what you need:**

The successful candidate will, at a minimum, have:

## **MINIMUM QUALIFICATIONS**

**The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (minimum and special qualifications) and at what level you meet the requested skills (desired attributes). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters and/or a resume will NOT be**

**reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants**

#### **OPERATIONS AND POLICY ANALYST 4**

A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills; and five years professional-level evaluative, analytical and planning work.

**OR;**

Any combination of experience and education equivalent to eight years of experience that typically supports professional-level evaluative, analytical and planning work

#### **OPERATIONS AND POLICY ANALYST 3 (Underfill)**

A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills; and four years professional-level evaluative, analytical and planning work.

**OR;**

Any combination of experience and education equivalent to seven years of experience that typically supports professional-level evaluative, analytical and planning work

**Note:** *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 an 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.*

#### **DESIRED ATTRIBUTES**

**(Preference will be given to candidates who demonstrate)**

- Experience with health care policy and/or programs, especially HIT and HIE
- Excellent verbal and written communication skills
- Experience in policy analysis, and data analysis
- Demonstrated teamwork skills, including willingness to collaborate, share information and contribute to the team's success

- Demonstrated ability to deliver complete and professional work product working independently and with minimal supervision
- Demonstrated experience working with Federal partners developing Advanced Planning documentation

**Applicants that meet the minimum qualifications and most closely match the desired attributes will be invited for an interview.**

### **SCREENING QUESTIONS**

1. Please describe your health policy and/or program experience, highlighting any experience with Health Information Technology and Health Information Exchange.
2. Describe your experience working with a variety of groups to identify, review and analyze needs and program requirements in order to formulate recommendations to management. What was your biggest obstacle? How did you balance the needs of the different stakeholders? How did you determine the most important priorities?
3. Describe your experience working with Federal, State and external (non-governmental) partners. Please describe your role, the issues involved and the outcomes.

### **Question**

**Transcripts:** 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 an 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.

**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 Experience:** The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (minimum and special qualifications) and at what level you meet the requested skills (desired attributes). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters

and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

**Supplemental Questions:** Your answers to the Supplemental Questions may be reviewed to help determine if you meet the required skills and how you meet the requested skills for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses. Note: The specific questions and scoring process used is determined by each hiring authority. Only those individuals who meet the required skills and most closely match the requested skills will be invited to an interview.

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

Yes

No

### **Question**

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/OHA temporary, volunteer and contract employees are not included.

Yes, I am a current trial service, regular status or limited duration employee with Oregon DHS/OHA.

No, I am not a current employee with Oregon DHS/OHA.

### **ADDITIONAL INFORMATION**

#### **How to Apply**

- To apply for this position, follow the **Apply** link above and complete the online application
- **Attach a current resume in PDF format. Please be sure to highlight your relevant policy analysis and health care policy experience. Please save and attach as Resume OHA14-0474**
- **Attach a cover letter of no more than 2 pages in length**

Your cover letter (as a separate document) should clearly address the desired attributes listed above. If you do not respond to each of the desired attributes, you may not be offered an interview. Qualified applicants whose background most closely matches the desired attributes will be invited to

interview. Please save and attach as Cover Letter OHA14-00474.

If you need assistance to participate in the application process, you are encouraged to call 503-945-7670 (voice) 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday through Friday. TTY users please use the Oregon Telecommunications Relay Service: 1-800-735-2900.

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 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.

OHA will communicate with all applicants by e-mail.

If you are an eligible veteran and wish to claim veterans' preference points **AND** you also meet the minimum qualifications for this position, the points will be added to your score. **To receive veterans' preference points you MUST attach to your electronic application the following required documentation:**

> A copy of your DD214/DD215 form; **OR** a letter from the US Dept. of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.

> A copy of your DD214/DD215 form; **AND** a copy of your veterans' disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

For more information on veterans' preference points visit [www.oregonjobs.org](http://www.oregonjobs.org), and select veterans' preference.

**To apply**, follow the "Apply" link above and complete the Oregon employment application online. All application materials must be received by the closing date and time posted on the announcement. **A resume' (text or attachment) will not replace the work experience section of the application.** For help with applying online, please contact 1-877-204-4442.

### **IMPORTANT NOTICE – Email Addresses Required**

The State of Oregon requires 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 application please go to Applicant E-Recruit FAQs and review FAQ #33 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 Health Authority is committed to affirmative action, equal employment opportunity and workplace diversity.