

**OREGON HEALTH AUTHORITY
Employment Opportunity**

OPERATIONS AND POLICY ANALYST 4

(Community Engagement Coordinator)

\$5151 - \$7224 MONTHLY

ANNOUNCEMENT NUMBER: LEHS9757

CLASSIFICATION NUMBER: Z0873

OPEN: NOVEMBER 10, 2009

APPLICATION DEADLINE: DECEMBER 2, 2009

LOCATION: SALEM

The state of Oregon is moving to an online application system, Oregon E-Recruit System (OERS). All branches of state government (Executive, Judicial, and Legislative) will be transitioning to this system from now until Spring 2010. During this transition all current employment opportunities can be found at www.oregonjobs.org. Please pay special attention to the Application Instructions in the announcement to ensure your application materials are submitted correctly.

The first review of applications will be the week of November 30, 2009. For immediate consideration, **APPLY NOW!**

INTRODUCTION

The Oregon Health Authority (OHA) is a new state agency created by House Bill 2009 during the 2009 regular legislative session. The OHA will transform the state's system to make quality health care accessible and affordable for every Oregonian. The ultimate aim of the OHA is to ensure access to health care while making changes that will stem rising costs, improve quality and promote good health. Although the state is in the planning stages for organizing the new agency, work to change the health care system already has begun.

The OHA is seeking candidates with exceptional qualifications to be considered for the Community Engagement Coordinator/Operations and Policy Analyst 4. **This full-time, limited duration (date of hire through June 30, 2011)** position will contribute to the OHA mission through the consolidation of most of the state's health programs, including Public Health, the Oregon Health Plan, Healthy Kids, the Public Employees' Benefit Board (PEBB), the Oregon Educators Benefit Board (OEBB), the Family Health Insurance Assistance Program (FHIAP) and the state's high risk insurance pool. This will give the state greater purchasing and market power to begin tackling issues with costs, quality, lack of preventive care and health care access.

This position is executive service and is not represented by a union.

SCOPE OF THE POSITION

The OHA Community Engagement Coordinator will be responsible for designing, developing and implementing a public and stakeholder engagement program that includes in person and social media approaches. The major duties include:

- Coordinate with OHA communications staff to design, develop and implement a public and stakeholder engagement program that includes community meetings, presentations, written communication and social media approaches to reach out to community partners, stakeholders, and a variety of audiences, especially considering people of culturally and linguistically diverse backgrounds.
- Prepare regular updates of Oregon Health Policy Board activities for effective public dissemination. Plan and coordinate meetings and other events to gather community and stakeholder feedback to inform Board policy work and/or to support Board strategies. In collaboration with the Director of Government Affairs, monitor federal and state legislation to evaluate impact on outreach and engagement strategies.
- Coordinate the OHA public participation program with division administrators or assigned staff, other state departments as appropriate and other local, regional and state groups.
- Conduct research and develop recommendations on health reform outreach and stakeholder engagement methods; work to maintain and enhance communication and relationship between the Oregon Health Policy Board and the community, including identifying new opportunities to work with community partner organizations and stakeholders.
- Promoting an organizational culture that calls for high standards of performance, values diversity, and aligns employees with the Department's mission and values.
- Contributing to an organization culture that actively models the **5 DHS Core Values** of Integrity, Stewardship, Responsibility, Respect, and Professionalism.
- Modeling the **8 DHS Management Competencies** of Planning and Achieving Results, Communication, Customer Service, Resource Management, Teamwork, Leadership, Cultural Competence, and Managing People.

Benefits include a family health plan and leave accrual.

Please be aware that due to the economic downturn and subsequent state budget short-fall the Governor has ordered mandatory furloughs for employees. This position will be required to take furloughs in the biennium 2009-2011.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree related to health services; and five years professional-level evaluative, analytical and planning work related to health services.

OR;

Any combination of experience and education equivalent to eight years of professional-level evaluative, analytical and planning work related to health services.

EDUCATION: Graduate level management courses may substitute for one year of the required experience. Although undergraduate and graduate degrees are valued, we encourage all individuals with the desired competencies and experience to apply.

Applicants with bilingual English/Spanish language skills are encouraged to apply.

DESIRED COMPETENCIES

Those candidates who qualify and whose experience best matches the Desired Competencies will be selected for interview(s).

Professional experience that demonstrates expertise conducting research and developing recommendations on health care reform.

Professional experience designing, developing and implementing a public and stakeholder engagement program that includes community meetings, presentations, written communication and social media approaches to reach out to community partners, stakeholders, and a variety of audiences, especially considering people of culturally and linguistically diverse backgrounds.

TO APPLY - SUBMIT THE FOLLOWING

- 1. A completed DHS executive service application** (located at the end of this announcement). *Please do not submit the State of Oregon Application Form PD100.*
- 2. A current resume that clearly shows that you meet the minimum qualifications for this position.**
- 3. A narrative that describes your public engagement and health care experience as they relate to the desired competencies previously listed.**

You may deliver, mail, or FAX your completed application materials. They must be received no later than the application deadline. Deliver, e-mail or mail to:

DHS.Recruitment@state.or.us

(Please include announcement number LEHS9757 in the subject line of the e-mail)

Department of Human Services

Recruitment and Retention Services

ATTENTION: Jean Fauth

500 Summer Street NE, E22

Salem OR 97301-1099

OR

FAX your application to 503-378-2249

(Note: When faxing your application please include a cover sheet indicating number of pages sent.)

APPLICATION PROCESS

Obtain application materials, job, and benefits information by:

- Accessing the DHS website at www.oregon.gov/dhs/jobs.

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.

Keep a copy of your application materials for your job interviews. DHS does not provide copies. Although faxing your application is an option, DHS is not responsible for materials that are illegible or missing as a result of FAX transmission errors or loss in the mail or e-mail. **Due to the high volume of incoming applications, we are unable to verify receipt of applications.** Pay on all announcements may change without notice.

Notice of your application results will be sent to you by mail. Although agencies are not required to delay their selection process, you may request a review of your application results. This review request must be received in writing within 10 days from the date of the notice. Additional application information cannot be accepted. However, if the recruitment is still open you may submit a new application, which must be received in our office by the close date of the recruitment.

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.

WORKING CONDITIONS

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

Regular early morning, evening, and/or weekend work will be required as necessary. This position works a professional workweek and the employee's flexibility to this work schedule is considered a condition of employment. It is understood that the hours of work may vary from day to day and week to week. The hiring manager will work with the position incumbent to determine work schedule specifics.

Our proximity to the Ocean Beaches, rivers and streams, mountain ranges, high desert, and the fertile Willamette Valley allows you to take your pick of outdoor activities - climbing, hiking, golfing, skiing, fishing, windsurfing, boating, cycling, camping and more. We have clean air and boundless cultural opportunities. To learn more about the Salem area, visit <http://www.traveloregon.com>. To find out more about the State of Oregon, visit <http://www.oregon.gov>.

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

**DEPARTMENT OF HUMAN SERVICES
EXECUTIVE SERVICE APPLICATION FORM**

APPLICANT NAME: _____

MAILING ADDRESS: _____

STATE OF OREGON

EMPLOYEE IDENTIFICATION NUMBER (REQUIRED): _____

OR

APPLICANT IDENTIFICATION NUMBER: _____

HOME PHONE: _____

WORK PHONE: _____

E-MAIL: _____

POSITION: LEHS9757/ OPERATIONS AND POLICY ANALYST 4

Helpful link for **Veterans' Preference in Public Employment**

<http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

I understand that any oral or written statement that is false, fraudulent, or misleading in this material, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of this material, denial of employment, or dismissal from state service if discovered after employment, and in many circumstances, prosecution for a crime.

I certify that all statements contained herein are true and complete whether made by me or others at my request.

I understand that I must prove that I am authorized to work in the United States if I am hired.

I authorize the employing agency to verify the employment and education information provided in this material.

I authorize my driving record to be checked if the position for which I am applying requires driving.

I understand and agree to a pre-employment drug screening and a criminal history background check.

APPLICANT SIGNATURE:

DATE:

RECRUITMENT TRACKING INFORMATION
PLEASE COMPLETE THE FOLLOWING INFORMATION:

Job Applied For: _____
Classification Number: _____ Announcement Number: _____

HOW DID YOU LEARN ABOUT THIS POSITION?

- _____
- State Jobs Page (www.oregon.gov/dhs/jobs) Employment Office State Agency website
 Other website (List website) _____

- Employee Referral Friend
 Other: _____

VOLUNTARY INFORMATION

The information you provide below is voluntary.

Affirmative Action

The State of Oregon has an Affirmative Action Policy. If you choose to provide this information, it will help us evaluate the effectiveness of our affirmative action programs. This will also be used for research and statistical purposes.

Ethnic Background (check only one)

- (A) Asian or Pacific Islander: Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- (B) African American (not of Hispanic origin): Persons having origins in any of the black ethnic groups.
- (H) Hispanic: Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures, regardless of ethnicity.
- (I) Native American or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- (W) Caucasian (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Gender: MALE FEMALE
Disabled: YES NO

(Checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation under state and federal disability laws.)

ATTENTION: Attach this page to your application materials, even if you do not provide the voluntary information.