

[Click here to link to instructions](#) **All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**



**STATE OF OREGON**  
**Oregon Health Authority (OHA)**  
**POSITION DESCRIPTION**

**Position Revised Date:**  
08/17/2015

**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: Principal Executive Manager G
- b. Classification No: X7012 c. Effective Date: TBD
- d. Position No: TBD
- e. Working Title: OEBB Director
- f. Agency No: 44300
- g. Section Title: Public Benefit Plans - Oregon Educators Benefit Board (OEBB)
- h. Employee Name: VACANT
- i. Work Location (City — County): Salem - Marion
- j. Supervisor Name: Leslie Clement
- k. Position:  Permanent  Seasonal  Limited Duration  Academic Year  
 Full-Time  Part-Time  Intermittent  Job Share
- l. FLSA:  Exempt  Non-Exempt If Exempt:  Executive  Professional  Administrative
- m. Eligible for Overtime:  Yes  No

**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.

The Oregon Health Authority (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 responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA’s work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

The Oregon Educators Benefit Board (OEBB) is a twelve member Board created by SB 426 during the 2007 legislative session. OEBB is responsible for the design, purchase and administration of benefit plans for all K-12 school district and Education Service District (ESD) employees and their dependents. Community colleges may also opt-in to OEBB, as well as local government entities and special districts. OEBB plan offerings were made available beginning October 1, 2008. Coverage includes medical, dental, vision, life, disability, and long-term care insurances, as well as Employee Assistance Program and Flexible Spending Account and Health Savings Account options. OEBB is part of the Oregon Health Authority (OHA), Health Policy and Analytics section. The Oregon Health Authority is charged with achieving better health for Oregonians through the implementation of the Triple Aim: improved population health, better health care and lower costs. OEBB supports the work of the Oregon Health Authority through its vision, which focuses on the fundamental belief that collaboration and care coordination is key to providing affordable, value-added benefits to its members and the Coordinated Care Model (CCM) as being essential to achieving the goal of optimal health for its Members.

**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:**

Provide leadership to the Oregon Educators Benefit Board (OEBB). Work with the Board to suggest and oversee implementation of board decisions. Act as the Director to implement and administer board decisions that provide benefit programs for K-12 school district, education service district, community college and some local government employees.

**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
20%	NC	E	Provide leadership, planning and management functions to achieve effective program operations of OEBB, including organizing and assigning work as well as assuring that processes are implemented that provide services that carry out the functions of OEBB under guidance of the Board.
15%	R	E	Responsible for assuring that staff support is provided to the OEBB board for their meetings, for providing completed staff work to the Board on policy issues, for providing pertinent educational materials to the Board in conjunction with the consultants for the Board, and for coordinating agendas for Board meetings with the chairs of the Board.

			Work collaboratively with the PEBB Administrator to ensure consistency and a comprehensive approach to public benefit plans.
15%	NC	E	Work with leadership of contracted insurance providers to identify opportunities for program improvements on behalf of OEGB members.
10%	NC	E	Work with OEGB independent consultants and staff to assess the value and appropriateness of plans and programs available to OEGB members, make recommendations to the Board for continuance or changes in available plans.
10%	NC	E	Provide leadership in working with other public and private sector purchasers to effect change of health care services received by members of OEGB. Implement and coordinate the ongoing interaction with plan providers and the general health care and insurance industry where OEGB makes purchasing decisions on behalf of participants.  Provide leadership with innovative ideas and act as a subject matter expert in benefit design by making decisions based on evidence based best practices.
5%	R	E	Negotiate and consult as necessary the major programmatic and fiscal elements of OEGB contracts with insurance providers.
5%	N	E	Provide information and advice on OEGB benefits to the Governor, agency leadership, and legislature.
5%	R	E	Direct and oversee the appropriate use of data utilization for OEGB programs for planning and analysis in cooperation with PEBB staff and other state agencies.
5%	NC	E	Responsible for assuring the development and maintenance of administrative rules and policies necessary for program operations, including criteria for participation in benefit plans, propose and advocate for statutory changes as directed by the Board.
5%	NC	E	Prepare, present and administer the operating budget for OEGB which includes fiscal controls and use of resources to deliver services to program participants. Authorize expenditures from OEGB accounts as necessary.  Monitor accounts necessary for OEGB operations and recommend or authorize expenditures from those accounts as appropriate.
5%	NC	E	Perform any special assignments delegated by the OEGB Board or the Director of Health Policy and Analytics.
All the time	NC	E	Provide leadership and direction for a diversified staff. Supervise, hire, monitor performance, develop, coach, discipline and provide direction to employees. Respond to and

			resolve employee grievances. Promote safety training and practices in performance of all work activities. Responsible to structure activities that promotes and fosters a diverse workforce and discrimination/harassment-free workplace.
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**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.**

Normal office environment. Occasional travel to participating entity locations, health plan providers, insurance industry organizations and other entities is required. May transport materials or AV equipment for purpose of making presentations. Work beyond normal office hours is necessary on occasion.

**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:**

ORS 243, chapters associated with formation and duties of OEBC, Attorney General opinions and advice, collective bargaining contracts, internal revenue code, federal register and OEBC rules (OAR Chapter 111).

**b. How are these guidelines used?**

Provide general guidance and direction; assure program compliance with law.

**SECTION 6. WORK CONTACTS**

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

*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?
Board members	Phone/In person	Provide and receive information, solve problems	Weekly
Director of Health Policy and Analytics	Phone/In person	Provide and receive information, solve problems	Weekly
Insurance Vendors	Phone/In person	Provide and receive information, solve problems	Weekly
Consultants	Phone/In person	Provide and receive information, solve problems	Weekly
Agency Management	Phone/In person	Provide and receive information, solve problems	Monthly

Other purchasers	Phone/In person	Provide and receive information, solve problems	Monthly
Members	Phone/In person	Provide and receive information, solve problems	As needed
School districts, education service districts, community colleges and local governments	Phone/In person	Provide and receive information, solve problems	As needed
Legislature	Phone/In person	Provide and receive information, solve problems	As needed
Governor's Office	Phone/In person	Provide and receive information, solve problems	As needed

## SECTION 7. POSITION-RELATED DECISION MAKING

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

Makes decisions related to organization of work, use of resources and assignment of staff that directly determine the effectiveness of OEBC results. Makes decisions on the priority of program issues and which need OEBC policy and Board decisions. Makes decisions on program recommendations and provider selection that has a significant impact on costs of benefits for school district and other participating entities' employees. Decisions have a significant impact on school district and other public employers' costs and labor relations, therefore, decisions are made using evidence based best practices.

## 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
PEM I	1008584	Written/in person	As needed	Performance reviews, strategic planning
OEBC Board	NA	Written/in person	As needed	Project and strategic planning

## SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 4
- How many employees are supervised through a subordinate supervisor? 15
- b. Which of the following activities does this position do?
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                      |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                       |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                          |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations    |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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 DHS require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**

Must be able to generate personal credibility with OEBC Board, agency leadership, school district and other public entity leadership, bargaining unit leadership and benefit providers.

Will make presentations to, and interact with, Governor's staff, legislature, state agency executive staff, and major purchasers and providers of health care services.

Requires extensive knowledge and background in health care policy and benefits.

Forecasts potential impacts of benefit-related changes on future relationship between the State and School Districts, as the employer, and collective bargaining units.

**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
OEBC Revolving Account	\$1.54 billion	Other Funds – Premium payments from school and education service districts, community colleges, other governmental entities and members.
OEBC Operating Account	\$12.2 million	Other Funds – Operational costs.



Overview of OEBB Director Recruitment Using Selection Committee		
TASK	RESPONSIBLE PARTY	COMPLETION DATES
Complete "Overview of OEBB Director Recruitment"	OHA Human Resources, OEBB Recruitment Planning Workgroup (RPW)	August 11, 2015
Draft <i>Job Posting, Sourcing Plan &amp; Recruitment Timelines</i> sent to OEBB Board for review and consideration	OHA and OEBB staff	August 19, 2015
Job Posting, Sourcing Plan and Recruitment Timeline Approved by Board	OEBB	August 21, 2015
Open & Distribute Job Announcement	OHA and OEBB	August 24, 2015
Advertising & Outreach conducted	OHA and OEBB	August 24 – September 22, 2015
Develop Interview Questions	OHA and OEBB RPW	August 24 – September 22, 2015
Select and Train Selection Committee (1 <sup>st</sup> interview panel)	OHA and OEBB	August 24 – September 24, 2015
Recruitment Closes	OHA	September 22, 2015
Processing of Applications & Applicant Summary	OHA	September 25, 2015
Select Candidates for First Interview	OHA & Selection Committee	September 28, 2015
Contact Candidates to Set Up Interview Times	OHA	September 29, 2015
First Round of Interviews	Selection Committee/Panel	October 12 – October 14, 2015
Reference Checks Conducted on Finalists	OHA	October 15 – October 19, 2015
Final Interviews (2-3 Candidates) & Consultation on Final Selection	OEBB Board and OHA Director of Health Policy and Analytics	October 20 – October 22, 2015
Preliminary Appointment Offer	OEBB Board and OHA Director	October 26, 2015

Security Check on Finalist	OHA	October 27 – October 30, 2015
Appointment Decision & Announcement	OEBB Board	November 2, 2015
New Director on Board		On or before December 1, 2015

**Overview of OEBB Director Recruitment  
Without Using a Selection Committee**

<b>TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>COMPLETION DATES</b>
Complete "Overview of OEBB Director Recruitment"	OHA Human Resources, OEBB Recruitment Planning Workgroup (RPW)	August 11, 2015
Draft <i>Job Posting, Sourcing Plan &amp; Recruitment Timelines</i> sent to OEBB Board for review and consideration	OHA	August 19, 2015
Job Posting, Sourcing Plan and Recruitment Timeline Approved by Board	OEBB	August 21, 2015
Open & Distribute Job Announcement	OHA and OEBB	August 24, 2015
Advertising & Outreach conducted	OHA and OEBB	August 24 – September 22, 2015
Develop Interview Questions	OHA and OEBB RPW	August 24 – September 22, 2015
Recruitment Closes	OHA	September 22, 2015
Processing of Applications & Applicant Summary	OHA	September 25, 2015
Select Candidates for Interview	OHA & OEBB RPW	September 28, 2015
Contact Candidates to Set Up Interview Times	OHA	September 29, 2015
Interviews	OEBB Board and OHA Director of Health Policy and Analytics	October 12 – October 14, 2015
Reference Checks Conducted on Finalist	OHA	October 15– October 19, 2015
Preliminary Appointment Offer	OEBB Board and OHA Director	October 20, 2015
Security Check on Finalist	OHA	October 21 – October 28, 2015
Appointment Decision & Announcement	OEBB Board	November 2, 2015
New Director on Board		On or before December 1, 2015

OEBB Director - Sourcing Sites
Diversity Sources
WomenForHire.com
Marine Executive Association
Saludos Hispanos
Asian MBA
WorkplaceDiversity.com
JOFDAV.com (disabled Vets)
Verterans in Healthcare
National Urban League
CareerCast Diversity & Bilingual Network
TweetMyJobs.com (Vets)
CareerCast Disability Network
Abilityjobs.com
DiversityClassifieds.com
Urban League of Portland
Partners in Diversity
MinorityProfessionalNetwork.com 60 days
Niche Sources
iHireHealthCareAdministration.com
Washington Health Care News
Jobs4Healthcare.com
American College of Healthcare Executives ACHE.ORG
CareerCast Healthcare Network
American Academyof Medical Administrators AAMEDA,org
AbsolutelyHealthcare.com - HealthJObsUSA.com
National Healthcare Career Network - Executive
HealthInsuranceJobs.com
Oregon Healthcare News
FindHealthcareCareers.com
International Foundation of Employee Benefit Plans
BMA bmatpa.com/employers/
HCAA www.hcaa.org/?jobpostings
ABA assocbenadmin.com/cms/
SALGBA http://members.salgba.com/site_home.cfm
State and Local Government Benefits Association
Idealist http://www.idealists.org/add-org

<a href="https://www.healthjobsnationwide.com/register.php?action=company">https://www.healthjobsnationwide.com/register.php?action=company</a>
The Oregon Medical Association
General Sources
CareerBuilder.com
Monster.com 60 days
Craigslist Portland
Craigslist Portland - Clark/Cowlitz
Craigslist - Oregon
Oregon Live
LinkedIn
Weekly OHA distribution list
Craigslist - Seattle
Seattle Times
Mac's List
Free Sources
SimplyHired.com
VetJobs.com
America's Job Exchange
JuJu.com
Job.com
Oodle.com
The Ladders - Min 40K
AboutJobs.com
Flexjobs.com
Gradspring.com
Trovit US
Emory
ACCBO
Facebook
Indeed.com
Glassdoor
iMatchSkills
ABA assocbenadmin.com/cms/
University of Portland
Portland State University
Pacific University

**STATE OF OREGON**  
**invites applications for the position of:**  
Principal Executive/Manager G - Oregon Educators Benefit Board Director

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**JOB CODE:** OHA15-0392

**OPENING DATE/TIME:**08/24/15 12:00 AM

**CLOSING DATE/TIME:**09/22/15 11:59 PM

**SALARY:** \$6,998.00 - \$10,306.00 Monthly  
\$83,976.00 - \$123,672.00 Annually

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Oregon Health Authority-Oregon Educators Benefit Board

**DESCRIPTION:**

**This recruitment will remain open until filled and the hiring manager may choose to close it at any time. The first review of applications will occur on September 15, 2015. Therefore, at the agency's discretion, application materials received after September 15, 2015 may not receive consideration.**

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

**Please visit our [Facebook](#) 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](#) 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, Health Policy and Analytics, Health Systems Division, and Oregon State Hospital. 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 for the OEGB Director. The Oregon Educators Benefit Board (OEGB) is a twelve member Board created by SB 426 during the 2007 legislative session. OEGB is responsible for the design, purchase and administration of benefit plans for all K-12 school district and education service district (ESD) employees and their dependents. Community colleges may also opt-in to OEGB, as well as local government entities and special districts. Coverage includes medical, dental, vision, life, disability, and long-term care insurances, as well as Employee Assistance Program and Flexible Spending Account and Health Savings Account options. **There is one full-time, permanent position located in Salem, Oregon (1225 Ferry Street SE).** This position is Executive Service.

Key components of the **OEGB** program are as follows:

- **Value-added plans** that provide high-quality care and services at an affordable cost to members.
- **Collaboration** with districts, members, carriers and providers that ensures a synergistic approach to the design and delivery of benefit plans and services.
- **Support improvement** in members' health status through a variety of measurable programs and services.
- **Measurable goals** and programs that hold carriers and providers accountable for health outcomes.
- **Encourage members** to take responsibility for their own health outcomes.

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.

**This position is included in a classification and compensation study of the state's managerial positions. Changes to its assigned classification and salary range may occur.**

#### **DUTIES & RESPONSIBILITIES:**

The OEGB Director provides leadership to the Oregon Educators Benefit Board (OEGB), works with the Board to suggest and oversee implementation of board decisions and acts as the Director to implement and administer board decisions that provide benefit programs for K-12 school district,

education service district, community college and some local government employees.

### **WORKING CONDITIONS**

Normal office environment. Occasional travel to participating entity locations, health plan providers, insurance industry organizations and other entities is required. May transport materials or AV equipment for purpose of making presentations. Work beyond normal office hours is necessary on occasion.

### **QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:**

**Your application materials will be reviewed to determine if you meet the minimum qualifications. Qualified applicants with backgrounds that most closely match the needs of the position will be invited to interview.**

### **MINIMUM QUALIFICATIONS**

Six years of management experience in a public or private organization which included responsibility for each of the following:

- a) development of program rules and policies,
- b) development of long- and short-range goals and plans,
- c) program evaluation **and**
- d) budget preparation

*In the "Work Experience" section on your application, you must clearly describe your experience in each of the a), b), c), d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.*

### **DESIRED COMPETENCIES**

The ideal candidate will have a performance record demonstrating the following attributes:

- Must be able to generate personal credibility with OEBC Board, agency leadership, school district and other public entity leadership, bargaining unit leadership and benefit providers.
- Making presentations to, and interacting with, the Governor's staff, legislature, state agency executive staff, and major purchasers and providers of health care services.
- Requires extensive knowledge and background in health care policy and benefits.
- Forecasting potential impacts of benefit-related changes on the future relationship between the state and school districts, as the employer, and collective bargaining units.

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

### **ADDITIONAL INFORMATION:**

**ADDITIONAL APPLICATION INSTRUCTIONS - PLEASE NOTE TWO ITEM ACTIONS BELOW.**

**\*\*\*To apply please submit the following. A full online application is not required, but you must**

**establish an account/user profile with the State of Oregon's E-RECRUIT system and submit the following materials:**

1. Please attach a current resume or curriculum vitae that clearly describes your experience, skills and/or knowledge related to the requirements of the position and demonstrates that you meet the minimum qualifications as listed above. Please include your experience in development of program rules and policies, development of long- and short-range goals and plans, program evaluation and budget preparation. Resumes must include the month and year when listing your dates of employment. **Please name the resume or curriculum vitae file: Resume OHA15-0392, or CV OHA15-0392.**

2. Please attach a cover letter explaining how your background, experience and training qualify you for this position. Please address each of the desired attributes listed above by giving specific examples and explaining your role and level of responsibility. **Please name the cover letter file: Cover Letter OHA15-0392.**

If you do not attach the two items listed above, you may not be offered an interview. Qualified applicants whose background most closely matches the desired attributes will be invited to interview.

**ADDITIONAL INFORMATION:**

If you need assistance to participate in the application process, you are encouraged to call Cyndi Phipps-Roman at 503-945-6377 (voice) 7:00 a.m. and 4:00 p.m. (Pacific Standard 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.

**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.

**VETERANS' INFORMATION:**

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.

### **PLEASE CONSIDER JOINING US!**

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

Job #OHA15-0392  
PRINCIPAL EXECUTIVE/MANAGER G - OREGON EDUCATORS BENEFIT BOARD  
DIRECTOR  
CP

### **Principal Executive/Manager G - Oregon Educators Benefit Board Director Supplemental Questionnaire**

#### **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 are 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.

#### **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. This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; 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 you did not, select 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**?
  - Benefits Administration
  - Public Administration
  - Business Administration
  - Health Services
  - Human Services
  - Other related degree
  - My degree is not related
  - I do not have a degree
- \* 5. If you selected "Other Related Degree" in question 2, please identify the **focus of your degree**. If you did not, enter N/A.
- \* 6. Which of the following best describes your length of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, d) budget preparation? **NOTE: If you have part-time work experience, please select the answer that is equivalent to full time**
  - 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. **Resume and Cover Letter:** This job posting requires that you attach a **resume** and a **cover letter** to your on-line application.

Refer to the "How to Apply" section of this job posting for instructions regarding the specific information that is to be included in your cover letter and resume. **Your application materials will not be considered further if you do not attach both a resume and cover letter before you submit your on-line application..**

**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 and must include (1) the name of the institution, (2) the degree received, (3) required courses completed with a passing grade, and (4) your name. **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 credit. **If you do not, points will not be provided.**

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

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

Yes    No

- \* 8. **Transcripts:** Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum and/or special 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 experience in your answers and attached all necessary documents?**

Yes    No

- \* 9. 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.

- \* 10. From the following, **please indicate where you first learned about this job opportunity (only include the state's job page if that's where you first became aware of this job)**. The data helps us track where applicants first see information regarding specific positions.

Career Builder

Craigslist

Friend

Hero2Hired

Partners in Diversity

OHA HR E-mail listserv

Oregon.gov/jobs (state of Oregon's jobs page)

State of Oregon Job Interest Card

WorkSource Oregon/i-Match Skills/Oregon Employment Department

Other

- \* 11. **If you selected "Other" in the previous question, please indicate where you first learned about this job opportunity.** If you selected any of the above, enter "NA."

- \* Required Question