



STATE OF OREGON  
invites applications for the position of:

# Principal Executive/Manager E (Addiction Services Manager)

---

**JOB CODE:** OHA13-0127

**OPENING  
DATE/TIME:** 02/05/13 12:00 AM

**CLOSING  
DATE/TIME:** 02/19/13 11:59 PM

**SALARY:** \$5,304.00 - \$7,811.00 Monthly

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Oregon Health Authority-Addictions & Mental Health

**DESCRIPTION:**



## OHA13-0127

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.

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 the Addictions and Mental Health Division (AMH), within OHA, responsible for programs, policies, community services, and state-operated public institutions serving persons with mental illness, alcohol and drug, and gambling problems. With a biennial budget of approximately 1 billion dollars, the Office employs more than 100 persons directly and contracts for services with hundreds of programs at the county and community level across the state. **There is one permanent, full-time position located in Salem (500 Summer Street NE).**

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 these positions will be required to take furloughs in the biennium 2011-2013.

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

#### **DUTIES AND RESPONSIBILITIES**

The primary purpose of this position is to provide assistance to and act in concert with the Addictions, Operations & Contracts Administrator the Addictions and Mental Health Division to set strategic direction for and manage the full range of substance use disorder and problem gambling prevention, treatment and recovery support services throughout the state of Oregon for children, youth, adults and older adults.

This position is responsible for providing program leadership in directing the development and implementation of policies, procedures and program priorities that ensure the access and quality of addictions prevention and treatment services for eligible Oregonians. This position ensures conformance to legal requirements; advocates for community and client needs; integrates and coordinates interagency activities; and ensures effective use of resources. This position reviews, approves, and directs the unit's budget requests and provides input and recommendations to the Division's budget requests. This position analyzes the impact of state and federal regulations and policy on addiction programs and services. This position is responsible for presenting explanations and justifications for additional resource requests to executive leadership, including the Director of OHA, the Governor's office, legislators or other high level officials in order to obtain approval of required resources to implement the division's programs and policies. The individual in this position is part of the Division's executive staff and is a key leader in establishing the overall direction and mission of the Division.

Act with full authority and in support of the Addictions, Operations & Contract Administrator.

Act on behalf of the Administrator in the performance of delegated activities in his/her absence concerning policy development, prevention and clinical program leadership, development and implementation of community programs for persons of all ages who need publicly funded alcohol/drug prevention and treatment services.

Determine statewide prevention policies through five professional prevention staff.

Provide leadership in the development of statewide substance use disorder and problem gambling policies and services through nine professional treatment and recovery support services staff.

Represent the mission, goals and objectives of AMH by providing leadership in alcohol/drug issues to other state agencies/departments, the Legislature, community mental health programs, consumers and advocates, the press and other interested parties.

Serve as AMH liaison to designated political, professional, service or advocacy groups i.e.; OHA Public Information Officer(s), Association of Community Mental Health Programs (AOCMHP), the Oregon Prevention, Education and Prevention Association (OPERA), Coordinated Care Organizations (CCOs), and the Local Mental Health Authorities (LMHA). Represent OHA and AMH by providing leadership in situations involving sensitive case issues of high media and public interest. This position may represent AMH as the National Treatment Network or National Prevention Network Representative, a component group of the National Association of State Alcohol and Drug Abuse Directors (NASADAD).

Other duties as assigned.

### **WORKING CONDITIONS**

This position is highly visible to agency and department staff, to the public, to advocates with both local and statewide community planning groups, and to interagency professional and high level staff decision makers. Occasional travel throughout the state to community providers, stakeholders, and community partners is frequently required. Irregular work hours and overtime, including weekend meetings and travel can be expected. Must be able to exercise a high degree of tact and diplomacy in public relations and to demonstrate consistently sound judgment in making decisions that could have significant staff, client, or public impact. High volume of work with short time frames for completion is common. Occasional public speaking engagements, both in and out of state are expected.

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.

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

#### **MINIMUM QUALIFICATIONS**

**Your answers to the supplemental questions must be consistent with your described work experience. Your application will be reviewed to determine if you meet minimum qualifications. Qualified applicants with**

**backgrounds that most closely match the needs of the position(s) will be invited to interview. Resumes' will NOT be used to determine qualifications unless it clearly states a resume' is required in the job posting.**

**Three** 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.

**OR**

**Two** 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; **AND 45-48 quarter hours** (30-32 semester hours) of graduate level coursework in management.

**OR**

**Three** years of professional experience as a program/project leader, assigning and reviewing work of professional staff (e.g., engineers, etc.) including project responsibility for developing goals and objectives, project evaluation, **and** monitoring and controlling **or** preparing a budget.

In the "Work History" 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.

**Note:** *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.*

### **DESIRED ATTRIBUTES**

All positions in OHA require a criminal records check.

Applicants should possess professional alcohol and drug credentials.

Applicants should possess experience leading and supervising a team of addictions treatment and prevention professionals.

This position also requires an understanding of addiction prevention and treatment technologies and evidence-based practices, knowledge of the treatment of co-occurring mental health and substance abuse disorders; in-depth experience working in this field is required.

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

### **ADDITIONAL INFORMATION:**

## ADDITIONAL INFORMATION

If you need assistance to participate in the application process, you are encouraged to call 503-945-6667 (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.

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

---

**VISIT OUR AGENCY WEBSITE AT:**  
<http://www.oregon.gov/dhs/jobs>

**OUR OFFICE IS LOCATED AT:**

Job #OHA13-0127  
PRINCIPAL EXECUTIVE/MANAGER E  
(ADDICTION SERVICES MANAGER)  
AC

500 Summer Street NE, E22  
Salem, OR 97301-1099  
503-945-5698

---

## Principal Executive/Manager E (Addiction Services Manager) Supplemental Questionnaire

**Your answers to the supplemental questions must be consistent with your described work experience. Your application will be reviewed to determine if you meet minimum qualifications.**

Qualified applicants with backgrounds that most closely match the needs of the position(s) will be invited to interview. Resumes' will NOT be used to determine qualifications unless it clearly states a resume is required in the job posting.

**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.

**NOTE:** 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. Which of the following best describes the number of **graduate level (500 level or higher)** credit hours you have completed? If you have not completed coursework at this level, 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. Which of the following best describes the **focus of your degree**?
- ☐ Business Administration
  - ☐ Public Administration
  - ☐ Other Related Degree
  - ☐ My degree is not related
  - ☐ I do not have a degree
- \* 4. Which of the following best describes the focus of your **graduate level coursework**?
- ☐ Business Administration
  - ☐ Public Administration
  - ☐ Other Related Education
  - ☐ My graduate level coursework is not related
  - ☐ I have not completed coursework at this level
- \* 5. If you selected "Other Related Education" in question 3 or 4, please identify the focus of your degree or graduate level coursework. If you did not, enter N/A.
- \* 6. Which of the following best describes your level of **management** experience in public or private organization which included responsibility for **ALL 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?
- ☐ 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. Which of the following best describes your level of experience as a **program/project leader** a) assigning and reviewing work of professional staff (e.g., engineers, etc.) b) project responsibility for developing goals and objectives c) project evaluation and d) monitoring and controlling or preparing a budget?
- ☐ 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. Please list any professional alcohol and drug prevention and/or treatment credentials you possess.
- \* 9. Describe your experience leading and supervising a team of addictions treatment and prevention professionals.
- \* 10. Describe your understanding of addiction systems of care including tools and approaches to analyze system performance. Please provide at least one example of how you have used epidemiological, financial or program service data to plan, manage, and/or evaluate a system of services for a service region, county, state, or other geographic area.
- \* 11. Describe your understanding of technologies and evidence-based practices in the area of substance use disorder prevention, addiction treatment and problem gambling services.
- \* 12. Describe your experience speaking publicly to varied audiences with different levels of understanding about substance use disorder prevention, addiction and/or problem gambling. Provide specific examples of the approaches you used and tools you employed to communicate with you audiences.
- \* 13. Describe your experience developing policies, protocols and procedures as they relate to substance use disorder prevention, treatment or problem gambling services.
- \* 14. Discuss your experience analyzing local, federal or state policies or decisions to determine the impact on populations, programs or services. Give at least one example of how you analyzed the impact of a policy or decision, translated this into information for policy-makers, and communicated your analysis.
- \* 15. **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

- \* 16. 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.

\* Required Question