

Proposed
**Department of Health Care Access and
Information Duty Statement**

Employee Name 441-211-8338-xxx	Organization Office of Health Workforce Development (OHWD)	
Position Number 441-211-8338-xxx	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist I	Working Title State Program Specialist	

General Description The State Policy Specialist functions as an independent, highly skilled, subject matter expert and technical program consultant in areas of extreme sensitivity and with responsibility to providing consultation, technical assistance, and coordination in the planning, development, and implementation of broad healthcare workforce policy. These tasks may occasionally require the involvement of other governmental agencies, public and private education institutions, and the employer community throughout California.	
Supervision Received	State Policy Unit Staff Services Manager I
Supervision Exercised	None
Physical Demands	Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI). Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday.

Job Duties E = Essential, M = Marginal	
30%	E Policy Studies and Issue Papers: Analyze healthcare workforce and program trends, and coordinate and develop studies or issue papers to inform Department of Health Care Access and Information (HCAI) advisory bodies and executive management's decisions, governmental agencies, and/or the public. Liaise with OHWD's Research and Evaluation team to ensure all analyses are supported by data. Liaise with the Legal Office to solicit legal opinions. Issue papers may include, but are not limited to, information to clarify the healthcare workforce industry, recommendations for program changes, or the development of new programs.
20%	E Coordination, Collaboration, and Representation: Represent HCAI in a variety of collaborative workforce stakeholder committees, ad hoc groups, work teams, and/or task forces as assigned. Prepare and make presentations and facilitate meetings. Provide and

review content needed for meetings. Develop and make formal presentations regarding workforce studies and products during specialized meetings, at conferences, and conduct focus group sessions. Provide subject matter expertise and technical assistance to stakeholders (i.e. government agencies, employers, advisory and advocacy groups).

- 15% E **Program Site Visits:** Plan, coordinate, and execute site visits to assess OHWD program participant compliance with contract agreements and/or approved protocol. Maintain working knowledge of OHWD programs. Coordinate with the Grant Management section to identify potential contract issues before conducting site visits. Document site visits and summarize findings in a report.
- 10% E **Monitor Regulatory Processes:** Manage regulation development and compliance review process. Analyze existing statutes, regulations, policies, standards, and procedures, and make regulatory recommendations to management. Coordinate with management, HCAI legal staff, the Office of Administrative Law, and various state entities. Identify, and coordinate with, stakeholders impacted by program regulations. Analyze fiscal and programmatic impacts of proposed regulations. Schedule, facilitate, and draft meeting minutes during internal and external meetings. Coordinate and participate in the development and preparation of budget change concepts and proposals).
- 10% E **Legislative Analysis:** Analyze existing statutes, regulations, policies, standards, and procedures to assess legislative impact on OHWD programs. Consult with appropriate program, technical, research, and fiscal staff to prepare legislative analysis. Advise internal staff about the impact and result of proposed and new legislation affecting OHWD programs. Write bill analyses and reports that clearly and effectively explain relevant issues. Review and edit draft reports to the legislature so that they are ready for approval by management, as applicable.
- 10% E **Health Program Planning, Development, and Implementation:** Coordinate with the Grant Management unit to implement new programs, including the development of work plans and budgets. Develop objectives, program evaluation plan, standards and guidelines, procedures, and program documentation. Liaise with the Grant Management team to implement program infrastructure including grant guides, applications, analysis, and reporting. Liaise with the Research and Evaluation unit to implement data collection, reporting, fact sheets, surveys, and program assessment and evaluation. Create an outreach plan for new programs.
- 5% M Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and of this expectations of this position

I have discussed the duties and expectations position with the employee.

Employee Signature/Date

Supervisor Signature/Date