

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name 211-8336-002	Organization Office of Health Workforce Development Health Workforce Policy Section	
Position Number 211-8336-002	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist II	Working Title Workforce Policy Specialist	

General Description	
The Health Workforce Specialist under the direction of the Workforce Policy Section Chief functions as an independent, highly skilled, subject matter expert and technical program consultant in areas of extreme sensitivity and with responsibility for providing consultation, technical assistance, and coordination in the planning, development, and implementation of broad healthcare workforce policy that has a multi-department, immediate, and long-range impact. These tasks may occasionally require the involvement of other governmental agencies, public and private education institutions, and the employer community throughout California.	
Supervision Received	Reports directly to the Staff Services Manager II of the Health Workforce Policy Section.
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 prolonged sitting, use of telephone and computer, and frequent contact with employees and the public. Some travel may be required.

Job Duties	
E = Essential, M = Marginal	
25%	E Policy Studies and Issue Papers: Provides expertise and guidance for analysis of health workforce and program trends, and development of studies or issue papers to inform HCAI’s advisory bodies and executive management’s decisions, governmental agencies, and/or the public. Liaise with HCAI’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 health workforce industry, recommendations for program changes, or the development of new programs.
20%	E Health Program Planning, Development, and Implementation: Coordinate with the Grant Management Team 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 Grants Management Team to implement program infrastructure including grant guides, applications, analysis, and reporting. Liaise with the Research and Evaluation Team to implement data collection, reporting, fact sheets, surveys, and program assessment and evaluation. Create an outreach plan for new programs.
15%	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 analyses. 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.

- 15% 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, 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 **Coordination, Collaboration, and Representation:** Represent HCAI and participate in a leadership role 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 for specialized meetings, conferences, and focus group sessions. Provide subject matter expertise and technical assistance to stakeholders (i.e. government agencies, employers, advisory and advocacy groups).
- 10% 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 Grants Management Team to identify potential contract issues before conducting site visits. Document site visits and summarize findings in a report.
- 5% M Perform other duties as assigned.

Other Expectations

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity, and belonging where employees are appreciated and comfortable as their authentic selves.
- 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.

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

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

To Be Signed by the Employee and Immediate Supervisor

Employee Signature/Date

Supervisor Signature/Date