

PROPOSED
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Information Services Planning and Management Branch Policy & Operations Section Administrative and Management Services	
Position Number 441-505-5393-701	Location Sacramento	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Personnel Liaison and Administrative Analyst	

General Description The incumbent performs a wide variety of analytical assignments; coordinates and prepares personnel recruitment and hiring packages for the Office of Information Services (OIS) management and oversees the division personnel related functions; administers personnel budget oversight; policy analysis; formulation and tracking. Incumbent provides support for personnel, budgetary, OIS procurement and general administrative tasks, conducts and reviews analytical studies and surveys; analyze personnel procedures and policies; executes on a broad spectrum of administrative and project-related tasks.	
Supervision Received	Under direction, incumbent reports to the Staff Services Manager I, Administrative and Management Services (AMS).
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.
Job Duties E = Essential, M = Marginal 35% E Division Human Resource Management Act as OIS-Personnel Liaison coordinating OIS human resource analyst functions; monitor processes, communicate with Chief Information Officer (CIO), OIS management and HCAI Office of Administrative Services Division's (OAS) Human Resources (HR) staff. Track personnel position changes related to Budget Change Proposals (BCP's) and legislative funding. Communicate personnel changes to stakeholders. Collaborate with the CIO and other OIS management team members to prepare recruitment and hiring packages; develop hiring justifications; prepare all information related to recruitment and hiring for management review; interface with the OAS HR staff to facilitate the OIS hiring process. Coordinate new employee on-boarding process; maintain the OIS Personnel Tracker, OIS location and emergency evacuation Roster. Review; analyze and compile over 16 Request for Personnel Action (RPA) documents for management. Analyze and	

PROPOSED

		utilize Human Resource guidelines including the CalHR website for classification specifications, qualifications, allocations and pay scales for recruitments. Review/edit documents for consistency, analyzing content to support each Justification Memo, Organizational Charts, Duty Statement, Desirable Qualifications, Statement of Qualifications, and Screening.
20%	E	<p>Division Personnel Administration, Analysis, Process Improvement and Reporting</p> <p>Develop and administer a centralized OIS division human resources policy, procedures and information repository. Coordinate personnel activities; scheduling interviews, and record retention. Update multiple divisional and branch organizations charts utilizing Microsoft Visio skills to reflect planned recruitment, hiring actions and related divisional reorganizations. Maintain RPA Tracker processes daily, update the status related to; HR recruitment applications release, minimum qualifications approvals, interview process, and Approval to Appoint hiring packages. Track personnel position spending. Act as back up to coordinate OIS time sheets, trainings; administer Training Tracker regularly to monitor staff training requirements necessary to deliver services.</p>
20%	E	<p>Acquisition and Divisional Support</p> <p>Act as support analyst and process procurements for the OIS division and liaise with the OAS Procurement and Contract Services staff to facilitate acquisitions for the division as needed. These shall include but are not limited to procurements for training, conferences, subscription/journals, supplies and other procurements. Monitor regular, reoccurring procurements and timelines for deliverables. Review OIS Invoices, process and receive invoices in FiSCal to ensure prompt payment by the Administrative Services Division. Assist in contract management working with leads and portfolio managers. Communicate all essential procurement updates to OIS Staff, HCAI Procurement and Contract Services Unit, and outside vendors. Act as back-up to collect, review and send out administrative notifications and reports to stakeholders.</p>
20%	E	<p>Other Administrative and Budget Support</p> <p>Perform supporting analytical tasks to develop, update and monitor the OIS budget, monitor project activities to measure actual to planned performance and compare budgeted value to actual value. Perform supplemental analysis of OIS budget expenditures and update OIS division budget reports and projections. Review monthly FiSCal reports and compare to the OIS budget for accuracy. Monitor budget Key Performance Indicator (KPI) on OIS balanced scorecard. Monitor OIS budget request/approval process for new and on-going IT expenditures. Reviews monthly OIS budget reports and prepares spreadsheets of Division expenditures and reconciles expenditures with invoices received. Provides results to lead Operations Analyst over budget/accounting for additional review before going to Program Managers.</p>
5%	M	Perform other related duties as required.

Other Expectations

PROPOSED

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to following best practices and applying office-wide standards throughout the organization.
- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments, and meet deadlines as required.
- Show initiative in making work improvements, identifying, and correcting errors, and initiate work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- 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.

To Be Signed by the Employee and Immediate Supervisor

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.

Employee Signature/Date

Supervisor Signature/Date