

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development (OHWD) Behavioral Health and Policy Branch	
Position Number 441-223-5393-XXX	Location Sacramento	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Behavioral Health & Policy Analyst	

General Description

The Policy Analyst, under the direction of the Staff Services Manager I in the Behavioral Health and State Workforce Policy Unit, performs analytical, technical, and coordination duties in the development and implementation of broad behavioral health and healthcare policy for the Office of Health Workforce Development (OHWD). The Policy Analyst acts as a subject matter expert on special project teams to support ongoing quality improvement and implementation of OHWD's portfolio of behavioral health and health workforce initiatives. The Policy Analyst works collaboratively with OHWD management to analyze legislation and to make recommendations on revising and/or developing new policies. These tasks may require working with other governmental agencies, the public, and educational institutions throughout California.

Supervision Received

Reports directly to the Behavioral Health & State Policy Unit Staff Services Manager I

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.

Job Duties

E = Essential, M = Marginal

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| 30% | E | Provide policy analysis expertise to the OHWD project teams responsible for administering workforce financial assistance programs, including scholarships, loan repayments, organizational grants, and other program types as needed, with a particular focus on addressing behavioral health workforce needs. Provide technical assistance to OHWD program managers and staff on industry standards for health workforce education and training, including behavioral health professions such as psychiatry, psychology, social work, substance use counseling, and peer support. Conduct independent policy research to determine best practices for health and behavioral health workforce development across industry sources—including private partners, state agencies, federal partners, and other states—and provide actionable recommendations to OHWD project teams for consideration. |
| 30% | E | Analyze health workforce and program trends, with a focus on behavioral health in partnership with the OHWD Research and Evaluation Section. Provide subject matter expertise and technical assistance on health workforce and behavioral health policy to other sections in OHWD, California Health and Human Services Agency, and other state partners. Review and interpret new state and federal policies and make recommendations to OHWD management on impact and implementation. Develop and present workforce studies, issue papers, policy analyses, and |

program analyses. Collaborate with OHWD leadership and staff to develop legislative proposals and budget change proposals in support of health workforce policy initiatives. Track and analyze legislative bills, proposed rules, and other policy proposals that impact the health workforce in California. Collaborate with other state departments in California on joint policy efforts to ensure growth and diversity in California's health workforce, including but not limited to education and training pathways, certification and licensing requirements, and recruitment and retention strategies

25% E Attend external workgroups, webinars, and project meetings as needed. Prepare presentation materials, including PowerPoint presentations and talking points for OHWD and HCAI leadership on health workforce and behavioral health policy initiatives. Develop responses and briefing materials for the most sensitive, complex, and urgent inquiries from external partners such as the California Health and Human Services Agency, Department of Finance, Governor's Office, Legislature, private partners, and others as needed.

10% E Plan and coordinate activities and meetings for behavioral health and workforce policy-based stakeholder meetings for OHWD's workforce initiatives. Serve as a primary point of contact for external stakeholders for matters of behavioral health and health workforce policy. Lead workflows for public meeting coordination, including developing agendas, meeting minutes, and presentation materials. Document and track stakeholder group follow-up activities, action items, and decisions. Coordinate with the OHWD operations team for stakeholder meeting logistics, including in-person and virtual meetings.

5% M Perform other related duties as required.

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 and Guiding Principles.
- 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