

Department of Health Care Access and Information
Duty Statement
Proposed

Employee Name Vacant	Organization Office of Health Workforce Development Behavioral Health and Policy Branch Behavioral Health and Policy Section B State Policy Programs Unit	
Position Number 441-223-4800-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager I	Working Title State Policy Programs Unit Manager	

General Description

The Staff Services Manager (SSM) I will serve as a Unit Chief within the Healthcare Workforce Behavioral Health and Policy Section and is responsible for supervising and providing clear direction and guidance to staff to ensure policy and program development, program implementation, program evaluation, and legislative initiatives are executed timely, consistent, and appropriate. The SSM I will coordinate the formulation of program policies and procedures, establish program goals and objectives, monitor and evaluate program activities, and prioritize workload for the unit. The SSM I coordinates with the Research and Evaluation Section and Grants Management Section to align the Office of Health Workforce Development (OHWD), primarily for the BH-CONNECT Initiative programs and strategies focused on the development and maintenance of California's healthcare workforce. The SSM I may represent OHWD on special task forces and meetings with other government departments and professional organizations.

Supervision Received	Reports directly to the Staff Services Manager II, of the Behavioral Health & Policy Section B
Supervision Exercised	The SSM I supervises Associate Governmental Program Analysts and Health Program Specialists.
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

- 30% E **Staff Oversight and Development - BH-CONNECT and related tasks:**
Provide supervision to specialist and analyst staff. Monitor staff's adherence to state, federal, department, OHWD, and program policies. Monitor employee performance and provide staff with ongoing performance feedback. Review staff's workload and monitor, and approve attendance and all absence requests. Prepare and review probationary reports for new employees and annual performance appraisals for existing employees. Facilitate work-related training based on the individual's annual performance appraisal. Prepare and/or review hiring and recruitment packages.
- 20% E **Program Planning, Development, and Implementation - BH-CONNECT and related tasks:**
Manage new program development and implementation within OHWD, including establishing objectives, program evaluation plan, standards and guidelines, procedures, and program documentation. Liaise with the Grants Management Section to implement program infrastructure, including grant guides, financial assistance applications, application scoring

criteria, and program reporting. Liaise with the Research and Evaluation Section to implement data collection, program outcomes reporting, fact sheets, surveys, and program assessment and evaluation criteria.

- 20% E **Coordination, Collaboration, and Representation - BH-CONNECT and related tasks:**
Lead the planning, coordination, and implementation of public meetings for HWDD advisory bodies, councils, and committees. Ensure that HCAI is represented in a variety of collaborative workforce stakeholder committees, ad hoc groups, work teams, and/or task forces as assigned. Develop and make formal presentations regarding workforce studies and products during specialized meetings, at conferences, and conduct focus group sessions as needed. Provide subject matter expertise and technical assistance to stakeholders (i.e., government agencies, employers, advisory and advocacy groups).
- 15% E **Legislative Analysis - BH-CONNECT and related tasks:**
Oversee analysis of 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 results of proposed and new legislation affecting OHWD programs. Recommend and prepare legislative proposals and serve as OHWD's liaison to the Office of Legislative Affairs.
- 10% E **Policy Studies and Issue Papers - BH-CONNECT and related tasks:**
Oversee the analysis of healthcare workforce and program trends, and coordination and development of studies or issue papers to inform HCAI advisory bodies and executive management's decisions, governmental agencies, and/or the public. Liaise with OHWD's Research and Evaluation Section 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.
- 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