

Department of Health Care Access and Information
Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development (OHWD)	
Position Number 441-223-8338-XXX	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist I	Working Title Health Equity Specialist	

General Description

Serves as an independent and highly skilled subject matter expert and technical program consultant in health equity and state policy. Provides consultation, technical assistance, and coordination in the planning, development, integration, and implementation of comprehensive healthcare workforce equity policies and initiatives designed to advance equity for Californians served by HCAI programs. Works on health equity issues of significant sensitivity and complexity, often requiring collaboration with the Chief Equity Officer, Health Equity Coordinator, HCAI's Racial Equity Team, governmental agencies, public and private educational institutions, and employers across California.

Supervision Received

Reports directly to the Staff Services Manager I of the State Special Projects Unit.

Physical Demands

Must be able to perform the essential functions of this position, with or without reasonable accommodation.

Typical Working Conditions

This position requires the use of a telephone and computer, frequent interaction with employees and the public, and the ability to move throughout employee workspaces and other areas within the Department of Health Care Access and Information (HCAI). Occasional travel may be required.

Job Duties

E = Essential, M = Marginal

40% E Serve as the OHWD subject matter expert on health equity. Conduct in-depth analysis of existing statutes, regulations, policies, standards, and procedures to evaluate their health equity impact on OHWD programs. Coordinate with the HCAI Health Equity Office to ensure OHWD program activities align with Department equity priorities. Provide guidance to internal stakeholders on emerging equity issues and related trends to advance and promote health equity in OHWD programs. Develop and deliver issue papers and presentations that inform decision-making by HCAI advisory bodies, executive leadership, governmental agencies, and the public. Health equity issue papers may address topics such as clarification of healthcare and behavioral health workforce trends, recommendations for program modifications, or the development of new workforce initiatives.

30%	E	Monitor and manage the development and compliance review of regulations including those related to health equity. Conduct in-depth analysis of healthcare and behavioral health workforce programs to develop health equity recommendations for management. Collaborate with the Office of Health Workforce Development (OHWD) Research and Evaluation team to ensure analyses are data driven and evidence based. Identify and engage stakeholders impacted by regulatory changes. Schedule and facilitate internal and external meetings; prepare and maintain accurate meeting agendas and minutes. Participate in the development and preparation of budget change concepts and proposals.
15%	E	Coordinate with the Grant Management unit to support the implementation of new healthcare workforce development programs. Assist in the development of program work plans, budgets, objectives, evaluation plans, standards, guidelines, and procedures. Collaborate with the Grant Management team to establish program infrastructure, including grant guides, applications, analysis tools, and reporting mechanisms. Work with the Research and Evaluation unit to implement data collection strategies, reporting tools, surveys, fact sheets, and program assessments. Develop and execute outreach plans to support program launch and engagement.
10%	E	Represent the Department of Health Care Access and Information (HCAI) on workforce stakeholder committees, ad hoc groups, work teams, and task forces, as assigned. Prepare and deliver presentations and facilitate meetings to support effective collaboration and information sharing among internal and external stakeholders.
5%	M	Perform other related duties as assigned, consistent with the scope and level of responsibility of the position, to support the mission and objectives of the Department of Health Care Access and Information (HCAI).

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. 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.

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