

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development Research and Evaluation Branch Program Data and Evaluation Section	
Position Number 441-224-5393-XXX	Location Sacramento	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Branch Admin Specialist	

General Description

Under the general direction of the Research Data Manager (RDM), the Associate Governmental Program Analyst (AGPA) provides analytical and administrative support to the Research and Evaluation Branch within the Office of Health Workforce Development (OHWD), primarily for the BH-CONNECT Initiative programs. The AGPA is responsible for analyzing workflow processes, preparing data-informed reports and presentations, coordinating branch-wide projects, and supporting OHWD leadership in advancing research, evaluation, and workforce development initiatives. The position requires critical thinking, analytical writing, proficiency in presentation development, and the ability to manage multiple priorities in a fast-paced environment.

Supervision Received	Will report to RDM, Research and Evaluation Branch
Supervision Exercised	NA
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	Required prolonged sitting and use of telephone and video data terminals, and frequent contact with employees and the public.

Job Duties

E = Essential, M = Marginal

- 40% E **Program and Data Analysis - BH-CONNECT and related tasks:**
Independently conduct research and analysis of branch projects, workforce initiatives, and administrative processes. Evaluate data trends, identify issues, and develop recommendations for OHWD leadership. Lead the development of metrics and tracking tools to assess program performance and outcomes.
- 30% E **Presentation, Scheduling, and Communication Support - BH-CONNECT and related tasks:**
Develop high-quality presentations, briefing materials, and written reports for OHWD leadership, HCAI executives, legislative partners, and external stakeholders. Translate complex data and program outcomes into clear, actionable insights. Schedule, coordinate, and often lead meetings with internal and external partners to ensure effective communication and decision-making. Serve as branch contact for scheduling requests, logistics, and general coordination across Research and Evaluation.
- 15% E **Project Coordination and Monitoring - BH-CONNECT and related tasks:**
Plan and coordinate branch deliverables such as annual reports, dashboards, and evaluation products. Establish project timelines, monitor milestones, and ensure

alignment with HCAI and OHWD goals. Provide regular updates and lead collaborative efforts across divisions, including scheduling and managing workgroups or stakeholder meetings. Maintain organized electronic systems for tracking assignments, decisions, and correspondence.

10% E **Stakeholder Engagement and Liaison Activities - BH-CONNECT and related tasks:**
Represent the branch in meetings with internal and external partners. Communicate program goals, gather input, and synthesize findings into actionable recommendations. Support stakeholder engagement activities and prepare materials for decision-making bodies.

5% M May perform other duties as assigned related to BH-CONNECT.

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

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development Research and Evaluation Branch Program Data and Evaluation Section	
Position Number 441-224-5157-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Analyst	Working Title Branch Admin Specialist	

General Description

Under the direct supervision of the Research Data Manager (RDM), the Staff Services Analyst (SSA) provides analytical and administrative support to the Research and Evaluation Branch within the Office of Health Workforce Development (OHWD), primarily for the BH-CONNECT Initiative programs. The SSA is responsible for conducting research, analyzing branch data, preparing reports and presentations, scheduling and coordinating meetings, and supporting projects that advance OHWD's workforce development priorities. The position requires critical thinking, organizational skills, and the ability to manage multiple priorities in a fast-paced environment.

Supervision Received

Will report to RDM, Research and Evaluation Branch

Supervision Exercised

NA

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

Required prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public.

Job Duties

E = Essential, M = Marginal

40% E

Program and Data Analysis - BH-CONNECT and related tasks:

Assist in conducting research and analysis of branch projects, workforce initiatives, and administrative processes. Assist with collecting, summarizing, and interpreting data, preparing written reports, developing charts/tables, and identifying opportunities for improvement. Work products are reviewed for accuracy and soundness prior to dissemination.

30% E

Presentation, Scheduling, and Communication Support - BH-CONNECT and related tasks:

Assist in preparing presentations, briefing materials, and written reports for OHWD leadership and internal/external partners. Translate complex information into clear and accessible summaries. Support the development of presentation templates and standardized communication materials. Schedule and coordinate meetings, ensuring materials and logistics are prepared. Serve as branch contact for scheduling requests, logistics, and general coordination across Research and Evaluation.

15%	E	Project Coordination and Monitoring - BH-CONNECT and related tasks: Assist with the coordination of branch deliverables such as annual reports, dashboards, and evaluation products. Track milestones, maintain timelines, and provide regular updates on progress. Support scheduling and coordination activities with internal and external stakeholders to advance project goals. Maintain organized electronic systems for tracking assignments, decisions, and correspondence.
10%	E	Stakeholder Engagement and Liaison Activities - BH-CONNECT and related tasks: Serve as a liaison with other HCAI divisions to coordinate workflows and ensure consistency of information. Provide updates on branch activities and support stakeholder engagement efforts.
5%	M	Performs other duties as assigned related to BH- Connect.

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