

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Department of Health Care Access and Information Office of Health Workforce Development Operations	
Position Number 221-4800-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager I (Specialist)	Working Title Assistant to the Assistant Deputy Director, OHWD	

General Description

Under general direction of the Assistant Deputy Director (ADD), OHWD, the Staff Services Manager I (Specialist) independently performs varied and complex duties with a high degree of responsibility and confidentiality, handling multiple simultaneous and complex tasks and projects effectively and efficiently. The position supports the ADD on matters related to program management and interacts with management, and program staff, customers, and external stakeholders. The incumbent proactively identifies operational challenges, proposes and implements solutions, and provides guidance to staff. The duties of this position are performed in accordance with applicable laws, rules, regulations, policies and procedures utilizing project management, business processes, policy and compliance principles and tools, standard office equipment and supplies, and diverse communication platforms. Serves as the liaison on BH-CONNECT initiative programs tracking and status for the ADD. Maintains security and confidentiality of databases for tracking and statistical purposes.

Supervision Received	Reports directly to the Assistant Deputy Director, Office of Health Workforce Development
Supervision Exercised	None
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 the employee workspace 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	Oversees and provides support and coordination of the program management and administrative policy and procedures for the OHWD executive management and leadership team; serves as the primary contact for the administrative services of the BH-CONNECT initiative and related functions; assists in the development of new and/or review of current policy and procedures, budget reports, personnel actions, procurement, and contract services; maintains current on business processes and project management best practices; coordinates and serves as a liaison with other branches/sections within the Department to achieve and maintain complex operational needs and service levels. The incumbent has responsibility for the review and coordination of the status of projects, budgets, accounting, contracts, grants, personnel, procedures, compliance, labor relation notifications, and timelines under the purview of the Assistant Deputy Director. Coordinates internal and external stakeholder engagements, special projects, implements and monitors internal controls; and
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coordinates logistics for executive-level events/presentations and meetings. Develops and maintains systems and tools for managing projects in the branch.

30%	E	Assist in the development, analysis, implementation and monitoring of the systems and documentation to track and report on approximately \$1.9 billion in initiative funding, 15% of which requires administrative cost allocation determinations; and audit compliance tracking over 5+ years of the project life cycle. Develop and maintain branch-wide systems and processes for project management and operations to ensure efficiency, accountability, and compliance. Ensures timely responses and reports to Commissions/Boards as scheduled and/or Ad hoc. Develops and maintains policy, procedures, and business process forms, records retention compliance reports, other related executive-level reporting requirements and compliance mechanisms, and cost allocation summaries. Monitors expenditures and related costs for travel, equipment, staffing, and administrative contract services. Prepares Executive summaries, audit reports, and research of preparatory information, such as workload analysis, for the development of budget change proposals and legislative mandates or initiatives. Execute a range of office duties to ensure the efficiency and effectiveness of administrative requests. Provide logistical and administrative support for the division, demonstrating a high level of organizational skills and initiative. Navigate and manage multiple administrative tasks with competing deadlines. Develop and maintain systems to manage scheduling, travel, and contracts. Procure services to address the needs of the branch and track expenditure.
20%	E	Maintain current procedures on new or revised legislation/initiatives; and provide recommendations to the ADD on best practices in accordance with departmental policy, Legislative mandates and Agency priorities. Ensure strong internal working relationships and communications are developed and maintained across branches, sections and units; provides written communications, social network messages, and optics with the Senior Policy Advisor and the Communications Unit Manager/staff on statewide public service messages and related messaging for final review and approvals by the ADD. Reviews incoming and drafts outgoing correspondence for the Deputy Director and Assistant Deputy Director signatures; coordinates and prepares executive staff meetings and participates in Branch program activities and training. Establish and oversee operational systems and tools to support the needs of the department's policy unit. Ensure meetings and communications comply with applicable laws and regulations, including but not limited to the Bagley-Keene Open Meeting Act and the Public Records Act (PRA); and identified positions comply with the CA Fair Political Practices Commission (FPPC) Form 700.
5%	M	Establishes and maintains calendars of events, regularly scheduled compliance reports, and ensures probation reports and/or staff development reports are current for OHWD staff. Assists program managers in the recruitment and/or hiring process; may serve as subject-matter expert on interview panels as appropriate; may conduct Official Personnel File (OPF) reviews and reference checks on behalf of the OHWD managers as authorized; and may represent the ADD in meetings as appropriate.
5%	M	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