

PROPOSED

**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Information Services Planning and Management Branch Policy & Operations Section Policy and Governance Group	
Position Number 441-507-4800-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager I (Specialist)	Working Title Policy and Legislative Specialist	

General Description Under the general direction of the Policy and Governance (PnG) Supervisor within the Office of Information Services (OIS), the Staff Services Manager I Specialist (SSMI Specialist) serves as the office's strategic policy and legislative subject matter expert. The incumbent proactively monitors and analyzes national and state policy and standards, develops strategic recommendations for Policy and Operations Section leadership, the Deputy Director/Chief Information Officer, and the department, and supports the administration of public meetings and stakeholder committees. This position requires close coordination across departmental teams and with external stakeholders, and plays a key role in supporting the PnG portfolio. The role is responsible for tracking progress across OIS initiatives, identifying risk and opportunities for interoffice and interdepartment coordination, and ensuring data-informed decision-making.	
Supervision Received	The SSM I Specialist reports to a Staff Services Manager II, the Policy and Governance Supervisor.
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	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.
Job Duties E = Essential, M = Marginal	
35% E	Serves as a subject matter expert on policy and legislative matters impacting OIS programs. Proactively analyzes state level legislation and emerging trends impacting those programs and provides recommendations to the department regarding programmatic and fiscal impacts of proposed legislation. Develops and manages tracking systems for policy activities, including regulations and legislation, to ensure OIS programs meet required regulatory timelines. Determines fiscal impacts and budgetary needs of proposed legislation to ensure the department

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		responds effectively to policy shifts. Presents well-researched and well-written recommendations to departmental leadership to inform strategic planning and legislative positions.
30%	E	Provides leadership and oversight of the full range of administrative, policy, and operations to support public meetings and committees for PnG program areas. Develops and implements policies and procedures to guide the activities of the committees, including recruitment and evaluation of committee members. Plans and conducts committee meetings via varied platforms, including in-person and virtual, in alignment with Bagley-Keene Open Meeting Act provisions. Contributes to and assists with the overall quality, timely development, and successful presentation of committee materials to ensure that relevant healthcare, data, and other government policy and program issues are considered and addressed. Manages committee content to ensure that the policies, procedures, strategies, and mission of HCAI are properly considered and addressed. Functions as the primary liaison between the committees and HCAI.
15%	E	Leads performance monitoring and strategy alignment across key initiatives within the OIS portfolio. Tracks progress on organizational objectives, elevates risk, and recommends course correction to drive continuous improvement. Coordinates with leadership and program staff to evaluate policy outcomes, facilitate cross-team information sharing, and drive accountability for program impact.
15%	E	Coordinates with HCAI's program teams to support the development and maintenance of PnG program areas. Conducts research, engages stakeholders, and supports the implementation of committee recommendations into program policies and relevant regulatory language. Monitors program operations and proactively makes recommendations for policy reforms to support program goals and continuous program improvement.
5%	M	Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- 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.
- 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