

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Facility Loan Insurance (OHFLI)	
Position Number 441-400-5393-XXX	Location Sacramento	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Health Financing Program Analyst	

General Description

The Associate Governmental Program Analyst (AGPA) is responsible for managing more varied and complex technical work and for providing support and assistance to management and other team members. Duties include analyzing and screening applications for the Small and Rural Hospital Relief Program and assisting health construction financing analysts with the review and processing of the Department of Health Care Access and Information's (HCAI) Health Financing Program applications. The AGPA routinely provides consultative services to management and external stakeholders regarding funding applications and contracts. Additional responsibilities include performing fiscal and program reviews of funded applicants, tracking grant and loan payments and ongoing compliance of awarded projects, maintaining the insurance compliance database, preparing reports, and making recommendations to supervisors.

Supervision Received	Under general direction, reports to the Health Facility Construction Financing Officer.
Supervision Exercised	None
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 prolonged sitting, use of telephone and video data terminals, and frequent contact with employees and the public. Requires mobility to various work areas and other areas of HCAI. Some travel may be required. Requires ability to work on multiple projects and tasks with critical deadlines. Hours of work are Monday through Friday, 8 a.m. to 5 p.m.

Job Duties

E = Essential, M = Marginal

30%	E	Maintain the Small Rural Hospital Relief Program grant guide and web page. Analyze applications, make recommendations in the awards process. Administer and monitor award schedules and confirm payment of awarded funds. Perform reviews to monitor fiscal and program performance as needed. Process required payment requisitions as awardees meet required milestones. Submit annual report of grant activity to the California Grants Portal. Serve as a point of contact with grant awardees during application and payment distribution process. Serve as a liaison with the Administrative Services Department Accounting, Budgets,
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		Procurements and Contract Services, and the Office of Hospital Planning and Development, Seismic Compliance Unit.
30%	E	Work alongside health construction financing analysts. Assist with reviewing, evaluating, and determining the completeness of the least complex HCAI Health Financing Programs' applicants, project eligibility, and financial feasibility. Communicate with applicants on the correction of applicant deficiencies.
20%	E	Analyze individual accounts to establish, develop, and maintain a comprehensive program monitoring system that will determine that borrowers meet ongoing reporting requirements. This includes insurance and financial and operational reporting to ensure that each corporation in the portfolio has proof of insurance in accordance with covenant requirements and is in compliance with all reporting requirements. Consult with borrowing corporations, key stakeholders, and HCAI senior staff to secure necessary documents.
10%	E	Assist in the production and distribution of required reporting of projects. This includes status of health financing applications, major project events, such as problem projects or defaults, and financial status of the Health Facility Construction Loan Insurance Fund (HFCLIF). Assemble information from various legal and financial documents and reconcile financial information when necessary. Communicate in writing or verbally with account managers, supervisors, and the Deputy Director.
5%	E	Manage records and schedule records retention. Responsible for producing, maintaining, and storing office files and records. Responsible for maintaining files that include chronological files, post-closing documents, financial statements, drawdown documents, and general files. It is imperative that these files are current and correctly filed, as copies may be requested by court order and used as evidence in bankruptcy filings or criminal/civil cases.
5%	M	Serve as backup to current AGPA staff with various administrative tasks including contracts, purchasing, report processing, and payment processing duties as needed. Performs other duties as assigned.

Other Expectations

- Show initiative in making work improvements and identifying and correcting errors. Initiate work activities and deliver completed staff work.
- Successfully complete work assignments and meet deadlines, as required.
- Recognize the needs of others and treat others with respect and dignity.
- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to performing work in a confidential 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 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