

**Department of Health Care Access and Information
Duty Statement (Proposed)**

Employee Name Vacant	Organization Office of Health Care Affordability Health System Performance Branch Health Care Delivery System Group	
Position Number 441-608-8336-003	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist II	Working Title Senior Behavioral Health Specialist	

General Description

This role will be instrumental in OHCA's work to reorient the California health care system toward high-value care, including behavioral health care. Under the direction of the Health Care Delivery System Group Manager, you will lead the development, adoption, and refinement of benchmarks for behavioral health spending as a percentage of total health care spending to be approved by the Health Care Affordability Board. You will create data visualizations and summaries of analyses for public reporting. You will research and analyze topics related to behavioral health care payment models and delivery system innovations. Building positive relationships with external stakeholders and facilitating internal and external communications will also be integral aspects of this role. This position will further OHCA's mission of promoting equitable, high-quality, and affordable health care in California.

Supervision Received	Reports to the Health Care Delivery System Group Manager.
Supervision Exercised	N/A
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 in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.

Job Duties

E = Essential, M = Marginal

25%	E	<p>Behavioral Health Spending Monitoring</p> <p>Leads the development, adoption, and refinement of benchmarks for behavioral health spending as a percentage of total health care spending to be approved by the Health Care Affordability Board. Leads development and refinement of the methodology to measure behavioral health spending as a percentage of total health care spending and ongoing monitoring of behavioral health spending. Promotes models of care and innovative approaches that support behavioral health including integrated behavioral health and primary care, leveraging alternative payment models, and leveraging telehealth. Leads complex policy and data analysis, ensuring that analytical products and data and policy recommendations are accurate, complete, relevant, and adhere to internal quality assurance processes.</p>
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25%	E	Behavioral Health Spending Reporting Independently creates data visualizations and summaries of analyses of behavioral health spending that will be included in the OHCA Annual Report and other public reports. Validates data submissions, summarizes analyses, leads behavioral health spending report drafting and development, and prepares recommended policy actions based on results of analyses. Provides options and recommendations for data visualizations to promote audience comprehension of analyses.
15%	E	Behavioral Health Research Conducts advanced research to build and maintain expertise in measuring behavioral health spending, behavioral health care financing and delivery, and innovative models of care that support behavioral health. Serves as the lead internal subject matter expert on behavioral health. Stays current with research and policy literature related to measuring behavioral health spending and quality, maintains ties to peers in other health policy research organizations, and coordinates with other state departments as needed. Works with staff across OHCA and expert consultants as needed to recommend policy actions that could improve behavioral health in California.
15%	E	Stakeholder Engagement and Communication Under direction of the Health Care Delivery System Group Manager and in coordination across OHCA branches, especially the Engagement and Governance Group, engages and maintains positive relationships with advocates, health care service plans, health insurers, hospitals, provider organizations, and other stakeholders to develop the methodology for measuring behavioral health spending and benchmarks for behavioral health spending. Engages state departments, experts from state and national collaboratives, and other relevant stakeholders to develop the methodology and benchmarks. Reviews research, analyses, and best practices with external stakeholders as needed to support monitoring behavioral health spending and implementing refinements to the methodology. Prepares materials for OHCA Health Care Affordability Board, Advisory Committee, and related subcommittees and meetings as needed and maintains positive relationships with committee members.
10%	E	Program Management Plans and facilitates meetings, prepares meeting materials, monitors and ensures completion of program activities, plans, goals and objectives, and implements changes needed to achieve program objectives. Develops and updates an annual program plan.
5%	E	Miscellaneous Travels offsite for meetings or conferences. Summarizes learnings from meetings or conferences. Supports and reviews the work of non-specialist level team members or interns.
5%	M	Other Functions Performs other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- 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