

## DUTY STATEMENT

POSITION INFORMATION	
Civil Service Classification Health Program Specialist II	Working Title DxF QHIO Program Specialist
Employee Name Vacant	Position Number 799-501-8336-001
Project/Division Name OIS DxF	Supervisor's Name Jacob Parkinson
Unit QHIO	Supervisor's Classification CEA B
Physical Work Location 1215 O Street, MS 08, Sacramento, CA 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date <a href="#">Click here to enter text.</a>	
1. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required  <input type="checkbox"/> May be Required to Work in Multiple Locations         </div> <div> <input type="checkbox"/> Requires Fingerprinting &amp; Background Check  <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p>Hybrid-</p>	
2. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>The State of California recognizes the safe and secure exchange of health information as vital to reducing medical errors, improving health care service quality, and producing greater value for health care expenditures for all Californians. Working with a wide spectrum of stakeholders, the Administration has established a Data Exchange Framework (DxF): a single Data Sharing Agreement (DSA) and common set of Policies and Procedures (P&amp;Ps) that govern the exchange of health and social services information (HSSI) among health care and social services entities. The Center for Data Insights and Innovation (CDII) established a Qualified Health Information Organization (QHIO) Program to oversee qualified HIOs in California. The QHIO Program provides entities that exchange information with each other confidence in the organizational structure of HIOs, such as the technical capabilities offered by these organizations.</p> <p>The Department of Healthcare Access and Information (HCAI) is seeking a Health Program Specialist II (HPS II) to lead and continue the development, implementation, and maintenance of the statewide DxF QHIO program under the direction of DxF Program Director and management. This incumbent will work independently on and manage the ongoing DxF collaboration with all QHIOs, which will include performance and impact monitoring. The HPS II will also work on special projects in support of the DxF goals and objectives.</p>	
Percentage of Duties	Essential Functions
45%	<p><b>Program Implementation and Oversight:</b></p> <p>Under the direction of the DxF Program Director and DxF management, serve as a high-level subject-matter expert responsible for the ongoing implementation, oversight, and advancement of the DxF QHIO Program. Exercise independent judgment to interpret and apply complex policies, statutory requirements, and technical standards governing statewide data exchange. Provide program leadership by coordinating with QHIOs and</p>

	other regulated entities to ensure adherence to DxF guidelines, timely completion of required submissions, and resolution of technical or operational issues. Lead the development of program materials, including guidance documents, policy clarifications, and analytic summaries that support statewide implementation efforts. Conduct continuous monitoring of program compliance through structured review processes, audit activities, and analysis of performance indicators. Identify systemic issues, recommend improvements, and develop corrective action strategies to enhance program integrity and effectiveness. Prepare and deliver regular briefings, reports, and recommendations to DxF leadership, offering expert analysis on program trends, risks, and progress toward strategic goals. Represent the program in high-level meetings, stakeholder forums, and workgroups to ensure alignment across participating organizations and advance the statewide objectives of the Data Exchange Framework.
20%	<b>Program Growth and Innovation:</b> Serve as a subject-matter expert in identifying and evaluating opportunities to advance DxF objectives. Analyze trends in health information exchange, industry standards, and statewide implementation needs to recommend enhancements to the QHIO Program. Lead the development and refinement of qualification criteria, performance measures, and service models, including assessing additional application cycles to expand the QHIO network. Review best practices in compliance and enforcement and translate findings into actionable policy and program improvements. Evaluate existing and proposed laws, regulations, and policies to determine their impact on the QHIO Program. Provide expert guidance to ensure alignment with statutory requirements and stakeholder needs, incorporating research and analysis into ongoing strategic planning.
20%	<b>Stakeholder Engagement Support:</b> Serve as a high-level liaison for internal and external stakeholders, representing the QHIO program in meetings, webinars, conferences, and public forums to present progress reports, policy changes, performance findings, and gather stakeholder feedback that may impact program decisions. Collaborate with program and communications staff to develop clear and accessible materials, including dashboards, data visualizations, technical guidance and reports that communicate program performance and progress. Assess stakeholder needs to identify opportunities for targeted outreach, training, and technical assistance. Plan and lead workshops, webinars, and learning sessions to support statewide understanding of QHIO requirements, performance expectations, and program benefits. In collaboration with HCAI communication, develop outreach strategies and presentation materials tailored to diverse audiences, ensuring transparency, clarity, and alignment with the DxF program objectives.
15%	<b>Other Duties:</b> Independently complete complex special projects assigned by DxF leadership, providing expert analytical, programmatic, and technical support to advance DxF priorities. Perform additional duties as required to support program objectives and ensure successful statewide implementation of the DxF.

### 3. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	

Interaction with Public: a. N/A b. N/A c. N/A.

#### 4. SUPERVISION

*Click here to enter text.*

#### 5. SIGNATURES

**Employee's Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

**Supervisor's Statement:**

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

#### 6. HRD USE ONLY

**Human Resources Division Approval**

☐ Duties meet class specification and allocation guidelines.

HR Analyst initials

Date approved

☐ Exceptional allocation, 625 on file.

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

*Click here to enter text.*

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE