

# Department of Health Care Access and Information

## Duty Statement

Proposed

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Workforce Development (OHWD) Grants Management Branch Grants Management Section C	
<b>Position Number</b> 441-222-4800-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Supervisor I	<b>Working Title</b> Program Manager	

### General Description

The Supervisor I, under general direction of the Supervisor II in the Grants Management Branch, is responsible for supervising and providing clear direction to analytical and support staff to ensure that funding opportunities, grants, contracts, and budgets are executed timely, consistently, and appropriately for primary care and behavioral health programs, including the BH-CONNECT initiative. The Supervisor I coordinates with the Program Data and Evaluation Section and the Behavioral Health Workforce and Policy Section to align programs with OHWD strategies focused on the development and maintenance of California's healthcare workforce. The Supervisor I may represent OHWD in meetings with other government departments or professional organizations.

<b>Supervision Received</b>	Will report directly to Supervisor II - Grants Management Section Chief.
<b>Supervision Exercised</b>	Will supervise Analyst positions.
<b>Physical Demands</b>	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.
<b>Typical Working Conditions</b>	Required prolonged sitting and use of telephone and video data terminals, and frequent contact with employees and the public.

### Job Duties

**E = Essential, M = Marginal**

- 30% E **Staff Oversight and Development**  
Provides daily supervision to analytical staff, ensuring compliance with state, federal, departmental, OHWD, and program-specific policies. Monitors employee performance and offers regular feedback to support development. Reviews staff workloads and manages attendance by monitoring and approving time off requests. Prepares annual performance evaluations and probationary reports for new employees. Coordinates job-related training based on individual performance reviews. Oversees the preparation of hiring and recruitment materials, ensuring all processes align with HCAI policies.
- 20% E **Health Program Management**  
Ensures that program funding applications comply with all applicable state and federal laws and regulations. Collaborates with OHWD's Program Data and Evaluation Section to design applications that collect necessary information for ongoing program evaluation and improvement. Works closely with HCAI's Office of Information Services to develop and enhance automated application tools. Partners with OHWD's Behavioral Health

Workforce and Policy Section to create technical assistance materials and assess the policies guiding OHWD's programs. Coordinates with HCAI's Legal Office to ensure all programs and funding applications meet legal and regulatory standards.

15% E **Evaluation of Funding Applications**

Manages the evaluation of funding requests to ensure they meet the criteria as specified by state and federal laws and regulations and HCAI's priorities. Provides recommendations on funding priorities to HCAI executive leadership. Oversees the development of tools to support scoring and prioritization of applications for funding. Oversees the creation of summary documents to present funding recommendations to executive leadership.

15% E **Contract and Grant Agreement Development**

In collaboration with OHWD executive leadership, oversees the development of contracts and grant agreements and the distribution of funding to awardees in accordance with state and federal laws and regulations. Works with OHWD's Program Data and Evaluation Section to ensure contracts and grant agreements include the necessary data for evaluation and reporting. Coordinates with HCAI's Office of Administrative Services to ensure all contracts comply with state contracting and accounting requirements. Ensures all contracts and grant agreements are approved by HCAI executive leadership and Legal Office.

15% E **Monitor Contract and Grant Agreement Compliance**

Oversees the monitoring of contracts and grant agreements to ensure awardees meet all established requirements. Manages the development and execution of amendments to adjust provisions such as budget, award amount, or contract duration. Oversees the preparation of summary documentation when agreements need to be terminated due to non-compliance by an awardee.

5% M **Marginal Functions**

Other duties as assigned.

**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