

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

<b>Employee Name</b> <Vacant>	<b>Organization</b> Rural Health Transformation Office	
<b>Position Number</b> 441-100-7500-xxx	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid (must reside in California)
<b>Classification</b> Career Executive Assignment (CEA) B	<b>Working Title</b> Rural Health Transformation Program Director	

**General Description**

The program director is responsible for providing strategic direction and executive leadership to multidisciplinary program functions and teams implementing and operating the Rural Health Transformation Program, working with management and staff across HCAI offices to ensure efficient, effective program delivery serving rural health stakeholders. The incumbent is responsible for successfully implementing California's Rural Health Transformation Plan, which requires integration of clinical, policy, programmatic, operational, and community perspectives to deliver measurable improvements in rural health outcomes across the state.

The program director participates in directorate-level strategic planning to evaluate and recommend policy and program direction, ensure compliance with federal program mandates, and coordinates staff and teams in the design and delivery of strategies for rural health transformation. The incumbent plans, manages, coordinates, and oversees all Rural Health Transformation Program work in collaboration with HCAI Offices, including Health Workforce Development, Clinical Innovation, Health Information, and Administrative Services. The work of the Rural Health Transformation Program is highly visible and impacts rural health providers, communities, and stakeholders across the state. The program director serves as a primary liaison representing HCAI to rural health stakeholders in private industry and public sector, the Legislature, the Governor's Office, the Health and Human Services Agency (CalHHS), health department partners, and other federal, state, and local agencies.

<b>Supervision Received</b>	Reports directly to the Chief Deputy Director.
<b>Supervision Exercised</b>	Supervises a team of managers and professional staff.
<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>	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 documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences/events or site visits to the Los Angeles office may also be required, and work

		hours may deviate from core business hours based on the service requirements of the Department.
<b>Job Duties</b>		
<b>E = Essential, M = Marginal</b>		
40%	E	Provide policy direction and strategic leadership over the implementation and management of the Rural Health Transformation Program (RHTP) for the State of California. Ensure efficient, effective program coordination and delivery for rural health stakeholders across the state. Plan, manage, and oversee all RHTP work in close collaboration with other HCAI Offices and programs, including Health Workforce Development, Clinical Innovation, Health Information and the Data Exchange Framework, and Administrative Services. Coordinate the integration of clinical, policy, programmatic, operational, and community perspectives to deliver measurable improvements in health outcomes for rural communities. Oversee all aspects of program implementation, including grant administration, project governance, stakeholder engagement, and program evaluation. Direct and oversee contract partners supporting overall project delivery and program management, including but not limited to RHTP technical assistance, stakeholder engagement, and other third-party services. Conduct and monitor related budget activities, including close oversight of federal co-operative agreement funds, distribution and accounting of grant awards, and development of any budget actions as needed to advance the program.
20%	E	Plan, organize, direct, and monitor the work of the state Rural Health Policy Council in the discharge of responsibilities supporting RHTP implementation for the state of California. Work closely with the Council and staff to inform, develop, and implement agendas on RHTP goals and objectives, rural health transformation initiatives, regional transformative care model implementations, rural health workforce development, health information technology and clinical innovation, which includes the broad adoption of telehealth and e-consult services, robust data exchange for treatment, payment and healthcare operations, and emerging Artificial Intelligence tools for improved health outcomes in rural communities. Coordinate closely with HCAI data analytics teams to ensure that research, analysis, and data products are available to support Council agendas on any policy topics related to the RHTP. Keep current on emerging topics and trends in support of the Council and HCAI.
20%	E	Direct the work of the State Office of Rural Health and other HCAI teams and functional units as related to the implementation and management of the RHTP. Serve as the primary HCAI executive leader responsible for the delivery of RHTP program goals on time and within budget, while ensuring program management and grant administration is conforming to all funding requirements of the RHTP co-operative agreement as defined by the Centers for Medicare and Medicaid Services (CMS). Serve as the state RHTP liaison to CMS and the CMS Project Officer, engaging in monthly meetings, reporting and related grant obligations as required. Includes consulting with internal and external stakeholders and representatives of the Governor's Office, CalHHS, HCAI Executive Management, California State Legislative, CMS and other federal government agencies.

10%	E	Actively engage with the Chief Deputy Director and the Executive Management Team in the development, implementation and governance of the department's strategic plan and related strategic projects including the RHTP. Develop and administer the office operational plan that includes objectives, strategies, and key performance indicators as informed and guided by the department's strategic plan and program goals. Collect feedback to monitor success and identifies needs for additional actions to ensure effective implementation of the strategic plan.
5%	E	Represent the Department in matters relating to the state RHTP specifically, and statewide rural health policy and programs broadly, to the Legislature, Governor's Office, CalHHS, other state, federal, and local agencies, statutorily established advisory bodies, affected constituency groups, and other stakeholders.
5%	E	Lead special projects and perform other related duties as required.

#### **Other Expectations**

- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Demonstrate a commitment to performing duties in a sensitive and confidential manner.
- Demonstrate the ability to plan strategically, set realistic goals, and measure performance outcomes; prioritize work assignments and successfully complete by specified deadlines.
- Represent HCAI in an ethical manner with respect, professionalism, and integrity.
- 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 handling sensitive and confidential matters with discretion, professionalism.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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#### **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.

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Employee Signature/Date

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Supervisor Signature/Date