

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

Employee Name Vacant	Organization Department of Health Care Access and Information (HCAI) Office of Health Care Affordability (OHCA) Health Care Spending Targets Branch Engagement and Governance Group	
Position Number 441-604-8336-004	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist II	Working Title Engagement and Governance Specialist	

General Description <p>Under the direction of the Engagement and Governance Manager within the Office of Health Care Affordability (OHCA), the Health Program Specialist II serves as an engagement and governance coordinator to lead functional activities related to the policy development and administration of health care affordability programs. The incumbent coordinates policy, programmatic, or administrative functions for the Health Care Affordability Board (Board), the Advisory Committee, any related subcommittees, as well as coordination of any policy governance work with OHCA program areas. The incumbent engages in positive relationships with external stakeholders and coordinates internal and external communications. The incumbent also leads and coordinates the monitoring and analysis of national and state policies and programs on health care affordability and develops recommendations regarding any programmatic impacts to OHCA.</p>	
Supervision Received	Reports to the Engagement and Governance Group Manager.
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 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 <div> 35% E Public Governance Board and Committee Coordination Provide lead staff administration support to the public governance Board, committees and subcommittees, technical working groups, and other related stakeholder groups. Lead a full range of administrative, policy, and operations support to the Board and committees. Supports the Engagement and Governance Group Manager, Assistant Deputy Director, and Deputy Director in strategy and policy related to the Board. Administer fundamental governance processes including member nominations, appointments, and succession, as needed, on behalf of the program. Engage in positive relationships with Board and committee members and other governance </div>	

stakeholders. Coordinate the appropriate and effective management of public meetings, materials, public notices, and webpages, under the Bagley-Keene Open Meeting Act and in full compliance with government accessibility requirements. Ensure the timely processing of travel and per diem reimbursements for Board and committee members as needed. Coordinate engagement across HCAI governance bodies and programs including OHCA, Information Services, Health Workforce Development, and others as appropriate.

35%	E	<p>Stakeholder Engagement and Communications</p> <p>Coordinate and lead the full range of administrative, policy, and operations to support public governance and stakeholder engagement, in adherence with HCAI and State of California policies and procedures. Lead the design, development, management, and distribution of both internal and external communications and maintain a communication plan for OHCA governance bodies and stakeholder engagement. Establish and maintain positive relationships with external stakeholders as clients of the OHCA programs, as well as OHCA senior management, program staff and other internal stakeholders. Proactively address and resolve program or policy issues with clients and stakeholders. Ensure clients and stakeholders can readily access information regarding any decisions or actions by the Board. Develop, manage, and review stakeholder communications and provide quality control. Serve as OHCA liaison with the HCAI Communications Office. Review and contribute to OHCA website content and messaging, including OHCA governance materials and related postings, data analytics, and public transparency reports, to ensure adherence with HCAI and State of California policies and procedures and alignment with OHCA strategies and goals. Maintain a repository of approved and vetted communication materials for use by division staff in external verbal and written communications; materials include, but are not limited to, presentations, press release content, mass mailings, flyers, briefing materials, reports, whitepapers, analyses, and talking points. Align all communications with OHCA program policy and strategy.</p>
25%	E	<p>Rulemaking, Policy and Legislative Analysis</p> <p>Coordinate and lead the development of program regulations across the OHCA division in close collaboration with Health System Compliance Branch and Legal Office. Ensure proposed regulations align with program strategy and goals. Coordinate the rulemaking process including regulation development and promulgation. Conduct research, engage stakeholders through workshopping, draft regulatory language and any supporting documents required for the rulemaking file. Perform regular environmental scans of California legislation, Federal legislation, and other policies impacting OHCA programs and initiatives; make recommendations to OHCA senior management to support program administration and strategy. Coordinate tracking of bill analyses, fiscal analyses, rulemaking packages, and budget change proposal assignments across the division, ensuring timely completion, adherence with HCAI and State of California policies and procedures, and alignment with OHCA strategy and operations. Coordinate and lead the facilitation of public rulemaking workshops and related opportunities to engage stakeholders in OHCA policy development. Make recommendations to OHCA senior management team to advance OHCA program goals and strategies.</p>
5%	M	Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to following best practices and applying department-wide standards throughout the organization.

- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments and meet deadlines as required.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- Maintain productive work habits and adhere to all HCAI policies and procedures.
- Demonstrate a commitment to HCAI's mission, vision, goals and objectives.
- Demonstrate a commitment to HCAI's core values and guiding principles.

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

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

Employee Name Vacant	Organization Department of Health Care Access and Information (HCAI) Office of Health Care Affordability (OHCA) Health Care Spending Targets Branch Engagement and Governance Group	
Position Number 441-604-8338-XXX	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist I	Working Title Engagement and Governance Specialist	

General Description <p>Under the direction of the Engagement and Governance Manager within the Office of Health Care Affordability (OHCA), the Health Program Specialist I serves as an engagement and governance specialist to support functional activities related to the policy development and administration of health care affordability programs. The incumbent supports policy, programmatic, or administrative functions for the Health Care Affordability Board (Board), the Advisory Committee, any related subcommittees, as well as support of any policy governance work with OHCA program areas. The incumbent engages in positive relationships with external stakeholders and supports internal and external communications. The incumbent also supports the monitoring and analysis of national and state policies and programs on health care affordability and develops recommendations to regarding any programmatic impacts to OHCA.</p>	
Supervision Received	Reports to the Engagement and Governance Group Manager.
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 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	
35% E	Public Governance Board and Committee Coordination <p>Provide staff administration support to the public governance Board, committees and subcommittees, technical working groups, and other related stakeholder groups. Provide a full range of administrative, policy, and operations support to the Board and committees. Supports the Engagement and Governance Group Manager, Assistant Deputy Director, and Deputy Director in strategy and policy related to the Board. Support fundamental governance processes including member nominations, appointments, and succession, as needed, on behalf of the program. Engage in positive relationships with Board and committee members and other governance</p>

stakeholders. Provide support to the appropriate and effective management of public meetings, materials, public notices, and webpages, under the Bagley-Keene Open Meeting Act and in full compliance with government accessibility requirements. Ensure the timely processing of travel and per diem reimbursements for Board and committee members as needed.

35%	E	<p>Stakeholder Engagement and Communications</p> <p>Provide support to the full range of administrative, policy, and operational activities for public governance and stakeholder engagement, in adherence with HCAI and State of California policies and procedures. Support the design, development, management, and distribution of both internal and external communications and maintain a communication plan for OHCA governance bodies and stakeholder engagement. Establish and maintain positive relationships with external stakeholders as clients of the OHCA programs, as well as OHCA senior management, program staff and other internal stakeholders. Proactively address and resolve program or policy issues with clients and stakeholders. Ensure clients and stakeholders can readily access information regarding any decisions or actions by the Board. Develop and support stakeholder communications and provide quality control. Review and contribute to OHCA website content and messaging, including OHCA governance materials and related postings, data analytics, and public transparency reports, to ensure adherence with HCAI and State of California policies and procedures and alignment with OHCA strategies and goals. Contribute to an active repository of vetted and approved communication materials for use by OHCA staff in external communications; materials include, but are not limited to, presentations, press release content, mass mailings, flyers, briefing materials, reports, whitepapers, analyses, and talking points. Align all communications with OHCA program policy and strategy.</p>
25%	E	<p>Rulemaking, Policy and Legislative Analysis</p> <p>Support the development of program regulations across the OHCA division in close collaboration with Health System Compliance Branch and Legal Office. Ensure proposed regulations align with program strategy and goals. Support the rulemaking process including regulation development and promulgation. Conduct and support research, engage stakeholders through workshopping, draft regulatory language and any supporting documents required for the rulemaking file. Perform regular environmental scans of California legislation, Federal legislation, and other policies impacting OHCA programs and initiatives; make recommendations to OHCA senior management to support program administration and strategy. Support tracking of bill analyses, fiscal analyses, rulemaking packages, and budget change proposal assignments across the division, ensuring timely completion, adherence with HCAI and State of California policies and procedures, and alignment with OHCA strategy and operations. Support any public rulemaking workshops and related opportunities to engage stakeholders in OHCA policy development. Support the OHCA senior management team with any recommendations to advance OHCA program administration, goals and strategies.</p>
5%	M	Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
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- Maintain productive work habits and adhere to all HCAI policies and procedures.
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