

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 608-8338-XXX	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist I	Working Title Primary Care Specialist	

General Description

This role will be instrumental in the Office of Health Care Affordability's (OHCA) work to reorient the California health care system toward primary care and other high-value care. Working under the guidance of the Health Care Delivery System Group manager, you will support development of the Health of Primary Care in California Snapshot and measurement of performance against OHCA's primary care spending benchmarks. Your responsibilities will include supporting policy and data analysis, public reporting, and program management across the Health Care Delivery System Group, including primary care and behavioral health spending, Primary Care Snapshot, and health care workforce stability workstreams. You will monitor spending on primary care and behavioral health, evaluate the strength of the primary care sector, and assess the stability of the health care workforce. You will create dashboards, data visualizations, and summaries of analyses for public reporting. 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	Under supervision, reports directly 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	Primary Care Spending Monitoring and Reporting Supports the development, adoption, and refinement of benchmarks for primary care spending as a percentage of total health care spending. Supports development and refinement of the methodology to measure primary care spending as a percentage of total health care spending and ongoing monitoring of primary care spending. Supports validation of data submissions and summaries of analyses of primary care spending that will be included in OHCA's Annual Report and other public reports. Supports
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20%	E	<p>Primary Care Snapshot Development and Implementation</p> <p>Supports the development, implementation, and refinement of the Department of Health Care Access and Information's (HCAI) Health of Primary Care in California Snapshot. Supports evaluation of data sources and metrics for inclusion in the Snapshot. Contributes to the development of data visualizations and summaries of primary care sector performance analyses that will be included in the Snapshot. Suggests data visualizations that help audiences clearly understand the analysis. Conducts policy and data analysis, ensuring that analytical products and data and policy recommendations are accurate, complete, relevant, and adhere to internal quality assurance processes. Supports annual updates to the Snapshot including refreshing data, adding, refining, or removing metrics, and developing materials to summarize the most recent data in the Snapshot.</p>
20%	E	<p>Health Care Delivery System Group Program Management and Strategic Planning</p> <p>Provides ongoing program management support across the Health Care Delivery System Group, including primary care, workforce stability, and behavioral health spending workstreams. Program management duties include tracking new and recurring tasks, monitoring progress of program deliverables, and scheduling, coordination, material development, and facilitation of key meetings. Contributes to strategic planning for the Group, including preparing and regularly updating program plans, goals, and objectives and ensuring alignment with long-term branch goals and objectives. Contributes to development of key presentations, memos, and public reports across Group workstreams. Coordinates with Health System Performance branch leadership to implement necessary changes to achieve program objectives.</p>
15%	E	<p>Stakeholder Engagement and Communication</p> <p>Under direction of the Health Care Delivery System Group Manager and in coordination across OHCA branches and HCAI offices, engages and maintains positive relationships with advocates, health care service plans, health insurers, hospitals, provider organizations, and other stakeholders. Engages state departments, experts from state and national collaboratives, and other relevant stakeholders to develop and refine the Snapshot and for other Group projects as needed. Reviews research, analyses, and best practices with external stakeholders as needed to support implementation and refinement of the Snapshot and other Group projects. Prepares materials for relevant OHCA and HCAI public stakeholder meetings and maintains positive relationships with committee members.</p>
10%	E	<p>Health Care Delivery System Research</p> <p>Conducts research to build and maintain knowledge of primary care delivery and financing and innovative approaches that support patient, population, and health system outcomes. Serves as an internal subject matter expert on primary care. Stays up to date with research and policy literature related to assessment of the health of the primary care sector, behavioral health sector, health care delivery reforms, and health care workforce challenges. Coordinates with other state departments as needed. Works with staff across HCAI and expert consultants as needed to recommend policy actions that could improve primary care and other aspects of health care delivery in California.</p>
5%	E	<p>Miscellaneous</p>

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.
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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