

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

<b>Employee Name</b> <Vacant>	<b>Organization</b> Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Office Support Section Hospital Building Safety Board	
<b>Position Number</b> 441-410-5157-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Analyst I	<b>Working Title</b> Analyst I	

<b>General Description</b> The Analyst I provides analytical support for the Hospital Building Safety Board (HBSB) and provides backup to other areas in the Section. Acts as a liaison between the HBSB and the Department's Administrative Services Office.	
<b>Supervision Received</b>	Under supervision, the Analyst I reports directly to the Supervisor II.
<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 prolonged sitting and use of telephone and computing equipment and frequent contact with employees and the public. Requires mobility to various areas of the Office work areas and requires travel to the Los Angeles Office and Hospital Building Safety Board meetings in different locations throughout the state.

<b>Job Duties</b> E = Essential, M = Marginal	
50% E	Serve as staff support to the HBSB comprised of 25 members representing the architectural, engineering, geologic and hospital construction industry. Provide general support for the activities of the HBSB. Serve as logistical planner for the Board. Secure meeting facilities and services needed for conducting Board business. Maintain database and e-mail lists for the Board's mailing lists and monitor the Board's contract record of expenditures. Assist with scheduling of all HBSB full board and committee meetings, including securing a venue; ordering necessary information technology (IT) and audio-visual equipment; and developing agendas, materials, and other information. Attend all HBSB Board and committee meetings to help facilitate meetings, operate IT and audio-visual equipment, and take notes for transcriptionist to ensure key issues and motions are accurately captured in subsequent reports. At each meeting, inform HBSB Executive Director whether or not a quorum has been established. Assist with preparing and finalizing

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agendas and various other materials for posting to the Department of Health Care Access and Information (HCAI) website and work with the Office of Statewide Hospital Planning and Development (OSHPD) and HCAI Webmasters to ensure items are posted properly. Initiate and monitor preparation and distribution of agenda items and meeting materials for the Board and designated committee meetings and appeals by U.S. mail, email, and posting on the Office's website. Schedule and operate audio-visual equipment to document Board proceedings. Review HBSB and committee meeting minutes and reports for technical accuracy. Take meeting notes and produce/type and edit technical meeting minutes and reports from the quarterly Board meetings and other designated committee meetings and appeals.

Responsible for HBSB online content; converting HBSB documents and PowerPoints to pdfs, adding metadata, and reviewing HBSB web pages to ensure content is current, accurate, and conforms to department standards and Americans with Disabilities Act (ADA) compliance for publishing.

Assist with research and analyses for various, complex HBSB projects, policy issues, legislative changes, and present findings to the Board. Assist in preparing technical briefs and maintaining records regarding board activities. Using various computer programs, prepare presentations and provide written and/or oral status reports to the HBSB and HCAI staff. Assist in preparing and conducting training for Board members on Robert's Rule of Order and department policies. Ensure the HBSB Procedure Manual is updated and maintained. Assist with developing scope of services for a multitude of HBSB projects and develop requests for proposals, tracking the status of assigned projects through the State's bid/contract process and coordinating contractor selections and evaluations.

25% E

Assist with tracking upcoming vacant positions on the HBSB, initiate the nomination process by sending solicitation letters to organizations identified in statute and other potential interested organizations. Initiate and process Board Member appointment and re-appointment documents. Receive nominations, prepare interview materials, schedule interviews, prepare the Director Action Request for HCAI Director approval of requested appointment. Once the Director approves the appointment, prepare all necessary appointment documentation for incoming Board members, including all hiring paperwork, Conflict of Interest form (Form 700), Oath of Office, Oath of Allegiance, Ethics Training Course, travel expense claim access form, Sexual Harassment training, contact information, Employee Action Request, and any other required documents. Ensure members complete all required annual documentation and training courses necessary for participation on the HBSB. Initiate and process Board Member appointment and re-appointment documents.

Act as a liaison between OSHPD, the HBSB, and the Department's Accounting Services Office regarding travel advance and reimbursement issues. Process all travel related claims and verify all forms are completed correctly and have appropriate approval signatures. Process travel expense and compensation claims for Board and consulting members. Maintain and reconcile invoices for purchases associated with the HBSB; negotiate contracts and pricing for goods, meeting facilities and services needed for conducting Board business.

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20%	E	<p>Provide support to the Supervisor II in Office Support Section – Business and Administrative Support and HBSB units and Administrative Support Business Process Manager. Type letters, memos, and reports. Edit correspondence for grammar, spelling and clarity. Photocopy, file, and disseminate various documents and materials. Maintain confidential and administrative files. Schedule and coordinate meetings. Secure travel arrangements and process travel claims using CalATERS. Maintain staff expense claims and records. Screen incoming calls and correspondence and refer to appropriate staff for action. Maintain a tracking system to ensure appropriate briefing documents, correspondence, related materials, and work assignments are acted upon in a timely manner.</p> <p>Serve as OSHPD’s and HBSB’s attendance clerk and act as a liaison between OSHPD and HCAI’s HRS regarding a variety of transactions related issues. Process the Office’s 634s, obtain appropriate signatures and submit required forms to HRS. Facilitate communication between OSHPD employees and HRS Transactions staff to resolve transactions related issues. Coordinate efforts with HRS’s Transactions staff to monitor progress and status of paperwork and to ensure timely response and accurate processing. Process probation reports, individual development plans, notice of personnel action documents, and merit salary adjustments. Prepare documents for review, completion, and signature by management staff. Routinely notify Office managers of personnel and administrative paperwork due dates. Create, implement, and maintain a tracking system for personnel and administrative paperwork. Maintain confidential and administrative files.</p>
5%	M	<p>Perform other functions and assignments as necessary to carry out the activities of the Office Support Section.</p>

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- 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.

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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