

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

| | | |
|---|--|----------------------------------|
| Employee Name Vacant | Organization Office of Health Care Affordability Health System Performance Branch Valued-Based Payment Group | |
| Position Number 607-8336-008 | Location Sacramento | Telework Option Hybrid |
| Classification Health Program Specialist II | Working Title Senior Value-Based Payment Specialist | |

| | |
|---|--|
| General Description | |
| <p>This role will be instrumental in the Office of Health Care Affordability’s (OHCA) initiatives to enhance overall health care affordability through the use of value-based, or alternative, payment models. Working under the guidance of the Value-Based Payment Group Manager, you will support the development, adoption, and refinement of alternative payment model (APM) adoption goals and standards used by health care payers and providers statewide. Your responsibilities will include supporting policy and data analysis and public reporting across the Value-Based Payment Group and Health System Performance Branch. You will collect APM data, conduct research and analysis to monitor APM adoption, and summarize evidence-based practices for implementing APMs. You will also create compelling data visualizations and summaries of analyses to include in public reports and dynamic dashboards. Building positive relationships with external stakeholders and facilitating internal and external communications is also an integral aspect of this role. This position will further OHCA’s mission of promoting equitable, high-quality, and affordable health care in California through the implementation of value-based payment models.</p> | |
| Supervision Received | Under supervision, reports directly to the Value-Based Payment 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 | |
| 35% E | <p>Alternative Payment Model Goals, Monitoring, and Reporting Supports the development, adoption, and refinement of statewide goals aimed at increasing the percentage of total health care spending that is delivered through alternative payment models (APMs) or value-based payment models. Conducts ongoing monitoring of APM adoption and supports monitoring of primary care and behavioral health spending through OHCA’s data collection process. Coordinates across the Health System Performance Branch to facilitate APM, primary care, and behavioral health data collection. Supports policy and data analysis, ensuring that analytical products and</p> |

recommendations are accurate, complete, relevant, and adhere to internal quality assurance processes. Summarizes analysis and prepares recommended policy actions based on results of analysis. Creates dashboards, data visualizations, and analysis summaries to include in the OHCA Annual Report, other public reports, presentations, and memos. Provides options and recommendations for data visualizations to enhance audience comprehension.

20% E **Alternative Payment Model Standards**
Leads the development, adoption, and refinement of APM standards used by payers and providers during contracting to encourage alignment across APMs. Conducts policy analysis to inform refining the APM standards to focus on affordability, efficiency, equity, and quality. Summarizes analysis and prepares recommended policy actions based on results of analysis. Supports the integration of cost-reducing strategies into APM standards. Summarizes APM standards and policy analysis to include in the OHCA Annual Report, other public reports, presentations, and memos.

20% E **Stakeholder Engagement and Communication**
Engages and maintains positive relationships with advocates, health care service plans, health insurers, hospitals, provider organizations, and other stakeholders. Engages stakeholders to learn about their APM strategies and disseminates best practices through webinars, written guidance, and other forums to support implementation of APM adoption goals. Engages state departments, experts from state and national collaboratives, and other relevant stakeholders to refine APM standards and adoption goals. Reviews research, analyses, and best practices with external stakeholders to support monitoring APM adoption. Supports relevant OHCA and HCAI public stakeholder meetings and maintains positive relationships with committee members.

15% E **Alternative Payment Model Research**
Conducts advanced research to build and maintain expertise in APMs, including following the Health Care Payment Learning & Action Network (HCP-LAN), monitoring models promoted by the Centers for Medicare & Medicaid Services (CMS), and reviewing other emerging literature. Serves as an lead internal subject matter expert on APMs. Stays up to date with research and policy literature related to APMs and translates research findings into resources to support payers and providers to achieve OHCA's APM adoption goals. Coordinates with other state departments as needed. Works with staff across OHCA and expert consultants as needed to recommend policy actions that could increase APM adoption and enhance use of cost-reducing strategies.

5% M **Program Management**
Facilitates meetings, prepares meeting materials, documents program results, prepares and regularly updates associated program plans, goals and objectives, and implements changes needed to achieve program objectives. Travels offsite for 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.

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

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

| | | |
|--|--|----------------------------------|
| Employee Name Vacant | Organization Office of Health Care Affordability Health System Performance Branch Valued-Based Payment Group | |
| Position Number 607-8338-XXX | Location Sacramento | Telework Option Hybrid |
| Classification Health Program Specialist I | Working Title Value-Based Payment Specialist | |

| | |
|---|---|
| General Description | |
| Under the direction of Value-Based Payment Group Manager, you will support the development, adoption, and refinement of alternative payment model (APM) adoption goals and standards used by health care payers and providers statewide. Your responsibilities will include supporting policy and data analysis and public reporting across the Value-Based Payment Group and Health System Performance Branch. You will collect APM data, conduct research and analysis to monitor APM adoption, and summarize evidence-based practices for implementing APMs. You will also contribute to the development of compelling data visualizations and summaries of analyses to include in public reports and dynamic dashboards. Support building positive relationships with external stakeholders and facilitating internal and external communications is also an integral aspect of this role. This position will further OHCA's mission of promoting equitable, high-quality, and affordable health care in California through the implementation of value-based payment models. | |
| Supervision Received | Under supervision, reports directly to the Value-Based Payment 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 | |
| 35% E | Alternative Payment Model Goals, Monitoring, and Reporting Supports the development, adoption, and refinement of statewide goals aimed at increasing the percentage of total health care spending that is delivered through alternative payment models (APMs) or value-based payment models. Conducts ongoing monitoring of APM adoption and supports monitoring of primary care and behavioral health spending through OHCA's data collection process. Coordinates across the Health System Performance Branch to facilitate APM, primary care, and behavioral health data collection. Supports policy and data analysis, ensuring that analytical products and recommendations are accurate, complete, relevant, and adhere to internal quality |

assurance processes. Summarizes analysis and prepares recommended policy actions based on results of analysis. Creates dashboards, data visualizations, and analysis summaries to include in the OHCA Annual Report, other public reports, presentations, and memos. Provides options and recommendations for data visualizations to enhance audience comprehension.

| | | |
|-----|---|--|
| 20% | E | <p>Alternative Payment Model Standards</p> <p>Supports the development, adoption, and refinement of APM standards used by payers and providers during contracting to encourage alignment across APMs. Conducts policy analysis to inform refining the APM standards to focus on affordability, efficiency, equity, and quality. Summarizes analysis and prepares recommended policy actions based on results of analysis. Supports the integration of cost-reducing strategies into APM standards. Summarizes APM standards and policy analysis to include in the OHCA Annual Report, other public reports, presentations, and memos.</p> |
| 20% | E | <p>Stakeholder Engagement and Communication</p> <p>Under direction of the Value-Based Payment 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 stakeholders to learn about their APM strategies and disseminates best practices through webinars, written guidance, and other forums to support implementation of APM adoption goals. Engages state departments, experts from state and national collaboratives, and other relevant stakeholders to refine APM standards and adoption goals. Reviews research, analyses, and best practices with external stakeholders to support monitoring APM adoption. Supports relevant OHCA and HCAI public stakeholder meetings and maintains positive relationships with committee members.</p> |
| 15% | E | <p>Alternative Payment Model Research</p> <p>Conducts research to build and maintain expertise in APMs, including following the Health Care Payment Learning & Action Network (HCP-LAN), monitoring models promoted by the Centers for Medicare & Medicaid Services (CMS), and reviewing other emerging literature. Serves as an lead internal subject matter expert on APMs. Stays up to date with research and policy literature related to APMs and translates research findings into resources to support payers and providers to achieve OHCA's APM adoption goals. Coordinates with other state departments as needed. Works with staff across OHCA and expert consultants as needed to recommend policy actions that could increase APM adoption and enhance use of cost-reducing strategies.</p> |
| 5% | M | <p>Program Management</p> <p>Facilitates meetings, prepares meeting materials, documents program results, prepares and regularly updates associated program plans, goals and objectives, and implements changes needed to achieve program objectives. Travels offsite for meetings or conferences. Supports and reviews the work of non-specialist level team members or Interns.</p> |
| 5% | M | <p>Other Functions</p> <p>Performs other related duties as required.</p> |

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