

DUTY STATEMENT

Classification: Analyst III	
Working Title: Senior Health Care Financing & Policy Analyst	
Program: Health Care Financing	
Division: Director's Office	
Branch: N/A	
Section: Policy & Operations Support Section	
Unit: Policy Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 805-790-5402-xxx
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: The Senior Health Care Financing & Policy Analyst serves as the senior public policy expert for one or more complex and sensitive Health Care Financing (HCF) program areas affecting the reimbursement of providers and health plans in the Medi-Cal program. The Senior Analyst independently identifies and analyzes fiscal and policy issues and develops recommendations for executive leadership to address these issues. The Senior Analyst independently researches and develops a deep understanding of the assigned policy area, including fiscal, programmatic, and legal-regulatory considerations. Strong writing, quantitative, organizational, skills are essential for this role.	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
15%	In a lead role, prepares written policy analyses and recommendations in assigned policy area for more complex and sensitive issues, based on proposed changes to legislation and regulations, new departmental initiatives, and emergent issues. Researches and analyzes highly complex policy areas to understand how programs currently operate and would need to change, incorporate insights from available health policy literature, and ensure compliance with other applicable laws and regulations. Communicates with clinical, programmatic, and operational subject matter experts within DHCS to gather necessary information and understand potential impacts. Provides lead review draft proposed policy, procedural, regulatory, and statutory language completed by junior analysts in the unit, to effectuate recommendations. Coordinates appropriate legal reviews with Office of Legal Services.
15%	In a lead role, independently develops fiscal models and other quantitative analyses to project the fiscal impact of changes to policy and to calculate projected payment amounts based on reimbursement policy for highly complex and sensitive issues. Develops appropriate fiscal and economic assumptions such as cost trend, elasticity, productivity, and other factors and reviews the work of junior analysts performing related analyses. Works with subject matter experts to develop appropriate clinical and programmatic assumptions. Works with research data staff to develop specific parameters and queries to obtain necessary data.
15%	In a lead role, independently plans, monitors, and evaluates the ongoing development and implementation of highly complex and sensitive policy initiatives. Provides project management support to implementing teams by overseeing the development and utilizing key project management processes, including schedule and scope management, preparation and maintenance of detailed project planning documents, measurement of progress against internal projections, resource coordination, and all activities related to policy implementation. Monitors the work of the junior analysts and reports on progress to executive leadership. Supports the implementation of new programs by analyzing potential policy options and interactions with other program areas. Following implementation, evaluates performance against the policy's intended outcomes to gain policy insights and inform future program updates.
15%	Briefs and presents research, analysis, and recommendations to executive leadership on highly complex and sensitive policy and programmatic issues to support decision-making. Condenses complex policy considerations, findings, and options into clear and concise summaries and decision points. Prepares highly complex materials to support the decision-making process including program and policy memorandums and briefs, fact sheets, slide decks, informative charts/graphics, and talking points.

Description of Duties:	
% of Time	Essential Functions
15%	In a lead role, assigns, tracks, and ensures timely review and submission of policy work products within assigned policy areas. Deliverables include those assigned by central DHCS divisions including Legislative & Governmental Affairs, Fiscal Forecasting, and Compliance, including bill analyses, regulatory analyses, and budget/estimate changes. Deliverables may be wholly prepared by the incumbent or may include sub-deliverables which the incumbent assigns to and coordinates with other analysts and teams.
10%	Leads the communication with external stakeholders including health care providers, health plans, local government entities, industry associations, advocacy groups, to gather information and stakeholder feedback on highly complex and sensitive issues relevant to assigned policy area. Presents information to external stakeholders, including ad hoc meetings and recurring work groups. Prepares and reviews correspondence completed by junior staff, in response to policy inquiries and proposals submitted by external stakeholders.
10%	Reviews and edit analyses prepared by peers and junior staff for accuracy and quality. In a lead role, mentors, trains, and prepares guidelines for junior staff on preparation of analytical work products.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under General Direction by the (enter supervisor classification):

Supervisor I _____.

Supervision Exercised: (check all that apply) ☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

Communicate effectively both verbally and in writing to direct and monitor the work of others and in dealing with the public, produce timely and quality work products, and prepare clear, concise, and logical correspondence, which may include applying new and creative ways of presenting information or results. Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities and stakeholders. Highly self-motivated, independent, and customer service focused. Effective communication, business acumen, decision-making, and problem-solving skills. Experience managing projects. Ability to recommend workable solutions in a tactful, constructive manner and ensure efficient use of staff time and resources to meet complex objectives and changing priorities. Maintain consistent and regular attendance; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Working Conditions (Check all that apply):

Prolonged Periods of:

☒ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☐ Occasional ☐ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

Analyst Name: _____

Analyst Signature: _____

Date: _____

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name: _____

Supervisor Signature: _____

Date: _____