

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development (OHWD)	
Position Number 441-211-8338-XXX	Location Sacramento	Telework Option Hybrid
Classification Health Program Specialist I	Working Title Behavioral Health & Policy Specialist	

General Description Serves as an independent and highly skilled subject matter expert and technical program consultant in behavioral health and state policy. Provides consultation, technical assistance, and coordination in the planning, development, and implementation of comprehensive healthcare workforce policies. Works on issues of significant sensitivity and complexity, often requiring collaboration with governmental agencies, public and private educational institutions, and employers across California.	
Supervision Received	Reports directly to the Supervisor I of the Behavioral Health and State Policy Unit.
Physical Demands	Must be able to perform the essential functions of this position, with or without reasonable accommodation.
Typical Working Conditions	This position requires the use of a telephone and computer, frequent interaction with employees and the public, and the ability to move throughout employee workspaces and other areas within the Department of Health Care Access and Information (HCAI). Occasional travel may be required.

Job Duties E = Essential, M = Marginal	
30% E	Legislative Analysis: Conduct in-depth analysis of existing statutes, regulations, policies, standards, and procedures to evaluate their legislative impact on OHWD programs, with an emphasis on behavioral health workforce development. Collaborate with program, technical, research, and fiscal staff to develop thorough legislative analyses. Provide guidance to internal stakeholders regarding the implications and outcomes of proposed and enacted legislation affecting OHWD programs, particularly those related to behavioral health. Prepare clear and well-structured bill analyses and reports that articulate key behavioral health issues. Review and revise draft legislative reports to ensure accuracy, clarity, and readiness for management approval.
20% E	Monitor Regulatory Processes: Monitor and manage the development and compliance review of regulations, including those related to behavioral health. Analyze existing statutes, regulations, policies, standards, and procedures to develop regulatory recommendations for management consideration. Coordinate with HCAI management, legal staff, the Office of Administrative Law, and other state entities to ensure regulatory alignment and compliance. Identify and engage

stakeholders impacted by proposed regulations. Evaluate fiscal and programmatic impacts of regulatory changes. Schedule and facilitate internal and external meetings; prepare and maintain accurate meeting agendas and minutes. Participate in the development and preparation of budget change concepts and proposals.

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| 15% | E | Policy Studies and Issue Papers: Conduct analysis of healthcare and behavioral health workforce programs to develop policy studies and issue papers that inform decision-making by HCAI advisory bodies, executive leadership, governmental agencies, and the public. Collaborate with the Office of Health Workforce Development (OHWD) Research and Evaluation team to ensure analyses are data-driven and evidence-based. Coordinate with the HCAI Legal Office to obtain legal opinions as needed. Issue papers may address topics such as clarification of behavioral health and healthcare workforce trends, recommendations for program modifications, or the development of new workforce initiatives. |
| 10% | E | Coordination, Collaboration, and Representation: Represent the Department of Health Care Access and Information (HCAI) on workforce stakeholder committees, ad hoc groups, work teams, and task forces, as assigned. Prepare and deliver presentations and facilitate meetings to support effective collaboration and information sharing among internal and external stakeholders. |
| 10% | E | Program Site Visits: Plan, coordinate, and conduct site visits to assess Office of Health Workforce Development (OHWD) program participant compliance with contractual requirements and approved protocols. Maintain comprehensive knowledge of OHWD programs and collaborate with the Grant Management unit to identify potential contract issues prior to site visits. Prepare documentation and summarize findings in formal site visit reports. |
| 10% | E | Health Program Planning, Development, and Implementation: Coordinate with the Grant Management unit to support the implementation of new behavioral health and healthcare workforce development programs. Assist in the development of program work plans, budgets, objectives, evaluation plans, standards, guidelines, and procedures. Collaborate with the Grant Management team to establish program infrastructure, including grant guides, applications, analysis tools, and reporting mechanisms. Work with the Research and Evaluation unit to implement data collection strategies, reporting tools, surveys, fact sheets, and program assessments. Develop and execute outreach plans to support program launch and engagement. |
| 5% | M | Other Duties as Required:
Perform other related duties as assigned, consistent with the scope and level of responsibility of the position, to support the mission and objectives of the Department of Health Care Access and Information (HCAI). |

Other Expectations

- 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. 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.

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