

Department of Health Care Access and Information
Duty Statement

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| Employee Name VACANT | Organization Director's Office Health Care Access and Information | |
| Position Number 441-100-6062-001 | Location Sacramento | Telework Option Hybrid |
| Classification Chief Deputy Director (Exempt) | Working Title Chief Deputy Director | |

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| <p>General Description Under the general direction of the Director, the Chief Deputy Director leads broad day-to-day operations of the Health Care Access and Information (HCAI), to achieve the mission of the Department. The Chief Deputy Director acts as the Director's principal executive in the formulation, administration, and implementation of all HCAI policies, and works collaboratively with the Deputy Directors to plan, develop, and implement all aspects of the department's activities and ensures the smooth and efficient operation of HCAI programs. In collaboration with the Director, the Chief Deputy Director provides oversight and high-level direction to Administrative Services, Health Facility Financing, Facilities Development, Health Workforce Development, Communications and Planning functions. The Chief Deputy Director acts on behalf of the Director in their absence and represents the Director and the department before the Legislature and legislative groups, control agencies, and other governmental agencies and public groups.</p> | |
| Supervision Received | Reports to the Director |
| Supervision Exercised | Supervises Deputy Directors |
| 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. Must be able to function effectively under stressful conditions. |
| Typical Working Conditions | Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. This position requires mobility to various areas of HCAI's work areas, as well as some travel. |
| <p>Job Duties E = Essential, M = Marginal</p> <p>35% E Serves as the Director's top advisor on operational matters and keeps the Director apprised of issues that have department and statewide impact. Leads or co-leads department-wide planning, policy making and decision-making activities. Works closely with the Director in establishing and implementing policy, budgetary, and procedural changes in a timely and effective manner, particularly on sensitive issues with significant policy impact. Oversees and provides direction in the development and implementation of policies and procedures for timely and</p> | |

effective delivery of services by the department, offices, statutory commissions, and boards.

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| 35% | E | Provides leadership and high-level guidance to professional staff carrying out complex, specialized, and critical functions. Develops, implements, evaluates, and approves operational and legal program policies and direction for HCAI. Ensures program activities align with the HCAI's strategic plan and statutory responsibilities. Collaborates with the Director and deputy directors to develop performance measures; monitors and evaluates deputy directors and program performance in achieving HCAI goals and objectives. Manages, both directly and through subordinate supervisors, HCAI operations. |
| 15% | E | Represents the department in contacts with the Health and Human Services Agency (Agency), the Legislature, and other governmental, public, and private agencies and organizations. Testifies at budget and other legislative hearings, as needed. Works with the Director and the executive team to formulate public statements concerning HCAI activities and policy decisions. Presents to stakeholder groups on HCAI functions and activities. |
| 5% | M | Oversees and directs the analysis of fiscal issues to determine the most appropriate use of HCAI financial and personnel resources; recommends actions, policies, procedures on fiscal and budgetary matters, and implements improvements as needed to maximize the available of resources for departmental priorities and programs. |
| 5% | M | Represents the Director at meetings and interdepartmental problem-solving sessions, as required. Coordinates departmental communication with the public, legislative and constituency groups and may direct special as hoc committees to resolve key issues, as needed. |
| 5% | M | Other duties as envisioned by the Director. |

Other Expectations

- Ability to implement strategies to support the delivery quality public service .
- Ability to project HCAI Mission and Values that define organizational purpose and through exemplary behavior, and expertise, directs the thinking and actions of others to achieve the desired result.
- Ability to develop an effective organizational structure, through human resources, fiscal, business operations best practices and procedures to achieve high quality output.
- Ability to guide development of programs to address health disparities and advance health equity, access, affordability and quality.
- Ability to use information and avenues, such as legislation and regulatory practices, to identify and develop plans to accomplish the goals of HCAI.
- Ability to recognize and effectively employ differences among people in a manner that demonstrates respect for the individual while at the same time achieving the required result, such as law set in civil service employee relations and equal employment opportunity.

- Demonstrate thorough knowledge of the statutes governing the Department and the reports required to be submitted on a timely basis to the Legislature and the public.
- Ability to present ideas and convey information clearly and effectively through formal and informal measures or documents; edits, interprets, and reviews written works and oral presentations by self and others such as HCAI reports, bill analyses, letters, memoranda, Secretary's Action Requests and Governor's Action Requests with a sensitivity to Administration policy and good government.

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