


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

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Information Community Impact Branch Policy & Operations Section Policy & Governance Group Governance and Outreach Team 
<b>Position Number</b> 441-509-5393-XXX	<b>Telework Option</b> Hybrid
<b>Classification</b> Analyst II	<b>Working Title</b> Health Data Stakeholder Engagement Analyst
<b>Supervision Exercised</b> None	<b>Location</b> Sacramento
<b>Conflict of Interest:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Fingerprint/Live Scan:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Revision Date</b> April 2026	<b>Effective Date</b> April 2026

**Mission and Vision**

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

**General Description**

Under the direction of the Governance and Outreach Manager (Supervisor I) within Office of Health Information, the Health Data Stakeholder Engagement Analyst performs the more responsible, varied, and analytical assignments to support public governance committees and external stakeholder outreach. The incumbent's primary focus is the Health Care Payments Data (HPD) Program, providing complex administrative, policy, and operations support to the committees and acts as a liaison between the HPD Stakeholders and the HPD Program. The incumbent also supports stakeholder outreach and communications activities for other Community Impact Branch efforts as assigned, including website updates, mass mailings, preparing briefing materials and talking points,

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and identifies, evaluates, and coordinates participation in outreach events, conferences, and stakeholder convenings.

**Essential Job Functions**

- 40%** Independently analyzes complex health care state legislation to determine the most effective and appropriate stakeholder engagement and public governance activities. Facilitates stakeholder meetings, public committee meetings, planning meetings, quarterly partner meetings, webinars, stakeholder input surveys, focus groups, workgroups, and workshops for the HPD Program and other Community Impact Branch programs. Develops and implements policies and procedures to guide stakeholder engagement and public governance activities. Supports recruitment and evaluation of applicants to public governance committees. Plans and conducts stakeholder meetings via varied platforms, prepares meeting materials, develops agendas, and takes meeting minutes. Acts as liaison between HPD stakeholders and HCAI. Coordinates travel needs and responds to inquiries. Interprets and applies the Bagley-Keene Open Meeting Act for all public meetings. Develops proactive strategic stakeholder communications to keep stakeholders informed on relevant programmatic and departmental updates.
- 35%** Supports outreach activities for the Community Impact Branch including the Hospital Supplier Diversity Reporting Program and Commission. Develops external communications, briefing materials, and talking points targeting California hospitals related to health equity reporting and supplier diversity requirements. Identifies and evaluates outreach events and conferences for alignment with program objectives and may represent the unit at such events as assigned.
- 20%** Supports public-facing communications and maintaining information for Community Impact Branch programs, including Hospital Fair Billing, Office of the Patient Advocate, Rural Health Transformation, and more. Maintains webpages for multiple public governance committees, ensures the content is pertinent and timely, and provides the public with relevant information on stakeholder engagement activities and applicable materials for those activities including but not limited to location and timing of activities, agendas, presentation materials, meeting minutes, and information on participants if appropriate. Participates in collaborative efforts with program staff, the HCAI web team, information technology staff, OHI management and the Director's Office.

**Marginal Job Functions**

- 5%** Perform other duties as assigned

**Desirable Qualifications**

- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and web-based communication tools
- Strong organizational skills and attention to detail

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- Familiarity with public sector government operations
- Knowledge of health care policy, legislation, or health equity issues
- Experience supporting or coordinating public advisory committees
- Ability to work independently and as part of a collaborative team
- Strong interpersonal skills and ability to build and maintain professional relationships
- Demonstrated commitment to diversity, equity, and inclusion
- Ability to translate complex information into clear, accessible language for varied audiences

**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.

**Working Conditions**

Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

**Employee Statement**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

<b>Employee Name</b>	<b>Employee Signature</b>	<b>Date Signed</b>

**Supervisor Statement**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Name</b>	<b>Supervisor Signature</b>	<b>Date Signed</b>