


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

Employee Name Vacant	Organization Office of Health Care Affordability Health System Compliance 
Position Number 441-609-5872-XXX	Telework Option Hybrid
Classification Chief Counsel I, CEA	Working Title Assistant Deputy Director
Supervision Exercised Variety of Attorneys, Analysts, Professional and Administrative staff	Location Sacramento
Conflict of Interest: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revision Date 5/19/2026	Effective Date

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

The Assistant Deputy Director reports to the OHCA Deputy Director and, subject to the authority of the HCAI Chief Counsel, serves as OHCA's primary legal advisor. The Assistant Deputy Director oversees the program operations of the OHCA Health System Compliance Branch, all legal support for the programmatic implementation and operations of OHCA and its various branches, as well as ad-hoc legal support for the Health Care Affordability Board and all advisory committees.

The Assistant Deputy Director will supervise and lead the team of attorneys, analysts, and other professional and administrative staff for the Health System Compliance Branch. The Assistant Deputy Director leads efforts to promulgate regulations necessary for OHCA to carry out its purpose and mission and procure and manage contracts with vendors and expert consultants. As needed, the Assistant Deputy Director supports the HCAI Legal Office in ensuring that the Health Care Affordability Board and committees comply with applicable Bagley-Keene and conflict of interest requirements. The Assistant Deputy Director consults with the Chief Counsel to ensure legal

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guidance to OHCA is consistent with the department's; that HCAI, through OHCA, maintains strong relationships with the state departments who share information and oversight responsibilities with OHCA; and that OHCA provides reports to the Legislature, control agencies, the Board, and the public, as appropriate under Chapter 2.6 of Part 2 of Division 107 of the Health and Safety Code.

The Assistant Deputy Director has primary oversight responsibility for the Cost Market Impact Review (CMIR) program. The Assistant Deputy Director provides legal interpretation, analysis, and counsel on spending target enforcement and collaborates closely with other OHCA Branches on office-wide planning and operations related to spending target enforcement.

Essential Job Functions

35% Cost and Market Impact Review Program

Provide oversight and assessment of branch operations related to the collection, analysis, and reporting of data and information on transactions, including rulemaking and the processes and procedures for material change notices (MCN) CMIRs. Through the Assistant Chief Counsels and expert consultants, oversee and review any legal and financial analyses pertaining to health care entities subject to the spending targets, as well as the legal and financial analyses and processes necessary to evaluate MCNs and conduct CMIRs. Collaborate with the Health Care Spending Targets Branch to perform in-house research and analysis on transactions and research studies, as well as to transfer knowledge from expert consultants. Coordinates referrals of any CMIR matters to other departments, including but not limited to the Attorney General, the Department of Managed Health Care, the Department of Insurance, and the Department of Health Care Services.

20% Branch Management and Administration

Plan, direct, and oversee a comprehensive program for reviewing notices of material changes and conducting cost and market impact reviews, and branch operations related to enforcement of health care spending targets. Evaluate the performance of management and staff to ensure acceptable job performance; work with each subordinate unit to develop required skills and core competencies to achieve program performance objectives. Assign projects and delegate responsibilities as needed; monitor and evaluate the performance of subordinate units in the section. Coordinate, review, and approve administrative matters including, but not limited to, personnel actions, contracts, budgets, training plans, and purchase requests. Design and implement plans to develop and oversee subordinate units in supported and approved methods, in compliance with all HCAI and State of California policies and procedures and the HCAI Strategic Plan. Employ approved methods to recognize and promote exceptional individual performance and teamwork.

20% Spending Target Enforcement

Provide oversight and assessment of branch operations related to enforcement of health care spending targets, including but not limited to rulemaking, engagement with health care entities on spending target compliance, evaluation of enforcement considerations, review and acceptance of performance improvement plans, and assessment of administrative penalties. Collaborates closely with other OHCA Branches on office-wide planning and operations related to spending target enforcement. Responsible for legal recommendations

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to Deputy Director, HCAI Assistant Director, and HCAI Director regarding spending target enforcement and completes legal tasks for administrative enforcement actions.

20% Legal Interpretation, Analysis and Counsel

Under the advisement and authority of the Chief Counsel, act as primary legal advisor to OHCA and its senior executives on issues related to OHCA's program operations and responsibilities. Collaborate with executive staff on legal support for the implementation and ongoing operations of OHCA programs and functions. Coordinate with the Chief Counsel on the retention and direction of Attorney General services as necessary. Participate in the development and implementation of legal and departmental policy related to OHCA and represent HCAI before control agencies, the Legislature, consumers, and other stakeholders on legal issues related to OHCA.

Marginal Job Functions

5% Perform other duties as required, such as matters assigned by the Deputy Director, Assistant Director, or executive staff.

Desirable Qualifications

- Administrative or managerial experience implementing complex health care programs that must comply with state and federal law, including taking legal or administrative actions to ensure health care entities comply with program requirements.
- Knowledge and experience in health care law serving as a principal advisor to high level executives, control agencies, boards, legislative bodies, or similar organizations, demonstrating the ability to gain support and deliver meaningful results.
- Administrative or managerial experience leading complex litigation or evaluating health care transactions affecting market competition, access, quality, or affordability, with demonstrated organizational or client impact.
- Knowledge of current health policy trends related to the use of data to transparently report health care entity performance, laws governing anticompetitive practices, and analysis of emerging market trends, as well as experience effectively presenting complex issues to executive leaders, stakeholders, legislative committees, or regulatory bodies.

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 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.

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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.

Employee Name	Employee Signature	Date Signed

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.

Supervisor Name	Supervisor Signature	Date Signed