


Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development Grants Management Branch, Section C 
Position Number 441-210-5393-XXX	Telework Option Hybrid
Classification Analyst II	Working Title Program Officer
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revision Date 5/4/2026	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 Analyst II (Program Officer), in a highly independent manner under the direction of a Supervisor I in Grants Management Section C, performs the more responsible, varied, and complex technical and consultative activities for primary care and behavioral health programs, including the BH-CONNECT initiative. Develops new program funding announcements and applications, processes and evaluates grant proposals, and develops and monitors contracts and budgets. Routinely provides consultative services to management and external stakeholders regarding funding applications and contracts. Generates and provides data to management and stakeholders on funding application outcomes. Performs fiscal and program reviews of funded applicants, as needed. Makes recommendations for improvement to funding and contracting processes. Participates in the development and testing of software tools to manage grants, invoices, and contract reporting.

Essential Job Functions

40% Develop and Monitor Contracts and Grant Agreements

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Independently establish contracts providing funding to awardees consistent with state laws and regulations, federal rules, and HCAI advisory bodies' guidance and approval. Establish contractual budgets and/or award schedules. Prepare and present summary documents for HCAI executive management that highlight contract provisions and awardee noncompliance. Ensure all contracts are approved by HCAI executive management. Monitor contracts to ensure awardees comply with contract provisions, including the analysis of contract deliverables and approval of invoices. Develop contract amendments to adjust provisions of the contract, including, but not limited to budget, award amount, and/or duration of contract. Ensure all contracts are approved by HCAI executive management or a designee. Develop summary documents closing out contract agreements or providing factual information when an awardee fails to comply with contract provisions. Liaise with other HCAI teams as necessary.

35% Develop, Manage, and Evaluate Grant Programs

Provide guidance and technical assistance in the development, implementation, and maintenance of grant awards. Review progress reports and monitor projects for programmatic and budgetary compliance with grant awardee agreements, program guidelines, authorizing state and federal legislation, and program Grant Guides. Identify any fiscal, programmatic, and administrative issues requiring action by department staff or management. Complete other correspondence related to programmatic and fiscal issues of assigned projects. Evaluate funding requests to ensure they meet the criteria specified by state and federal laws and regulations, and HCAI priorities. Provide recommendations on funding to HCAI advisory bodies and/or executive leadership. Develop and maintain tools to support scoring and prioritization of applications for funding. Coordinate with other HCAI teams as necessary.

10% Monitor Contract Budgets

Review and manage the awardee budget, including processing any budget adjustments, per the grant or contract agreement. Reconcile program budget records, review the program's budget expenditures, monitor local assistance expenditures and appropriation balances, and prepare responses to budgeting and accounting inquiries generated by HCAI's Budgets and Accounting offices. Recapture any unspent or inappropriately spent funds per the contract agreement and HCAI processes.

10% Funding Application Technical Assistance

Provide technical assistance and guidance to potential applicants to support the use of automated systems through various means, including, but not limited to conference calls, video conferencing, responses to frequently asked questions, and/or one-on-one phone conversations.

Marginal Job Functions

5% Performs other related duties as required.

Desirable Qualifications

- Experience developing, administering, monitoring, or reviewing grants and/or contracts.
- Experience creating and editing clear and concise documents, including procedural documentation and/or customer-facing communication.
- Experience in leading or working in a group or team, including delegation or coordination of group tasks.

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- Experience working with Microsoft Office (including Word, Excel, and PowerPoint) and/or customer relationship management tools.
- Experience analyzing information and making recommendations based on that information.
- Experience providing technical or programmatic information to customers or outside stakeholders.
- Experience tracking, prioritizing, and completing tasks independently.

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 prolonged sitting, use of the telephone and computer, frequent contact with employees, and the public. Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday.

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