


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

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Information Enterprise Data Operations Branch Patient Data Section Data Quality Control 
<b>Position Number</b> 441-507-5402-XXX	<b>Telework Option</b> Hybrid
<b>Classification</b> Analyst III	<b>Working Title</b> Lead Regulatory Policy 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> May 2026	<b>Effective Date</b>

**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 general direction of the Supervisor II of the Patient Data Section, the Analyst III serves as the lead regulatory policy analyst for the section and independently manages the development, analysis, and implementation of complex rulemaking proposals. The incumbent independently plans, researches, drafts, and finalizes regulatory packages in compliance with applicable statutes, administrative requirements, and departmental policies and provides advanced consultative expertise to section management on regulatory interpretation, policy development, and compliance matters. Work is performed with a high degree of independence, discretion, and sound judgment.

In the Department of Health Care Access and Information (HCAI) Office of Health Information (OHI) work environment, staff handle confidential patient data. The Analyst III ensures all regulatory work complies with laws and HCAI policies governing the collection, use, disclosure, and safeguarding of confidential data.

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**Essential Job Functions**

- 30%** Lead and independently conduct complex research and policy analysis necessary to promulgate and amend regulations impacting the Patient Data Section (PDS). Serve as subject matter expert on federal, national, and state reporting standards and advise executive leadership on regulatory implications. Develop and author regulatory language, complete rulemaking documentation, and manage regulatory packages in accordance with the State of California rulemaking process. Provide strategic recommendations regarding policy direction and implementation.
  
- 20%** Serves as the lead technical advisor to management and program staff regarding regulatory development and interpretation. Coordinate directly with HCAI's Legal staff and the OHI Regulations Coordinator to resolve complex statutory and regulatory issues. Respond to inquiries and requests from the Office of Administrative Law. Oversee and ensure consistency, accuracy, and alignment of draft regulations with existing statutory authority. Develop and maintain systems to proactively monitor regulatory changes impacting PDS operations and recommend necessary program adjustments.
  
- 20%** Design, direct, and oversee stakeholder research initiatives, including development and analysis of surveys and structured feedback mechanisms to inform regulatory development. Lead stakeholder engagement efforts, including facilitation of public workshops, advisory body meetings, and formal presentations regarding proposed regulations. Manufacture stakeholder input into actionable policy recommendations and executive briefings
  
- 15%** Lead and oversee the review and analysis of complex health facility data to ensure compliance with statutory and regulatory reporting requirements. Establish data validation standards, identify systemic compliance issues, and provide strategic recommendations to management. Conduct legislative bill analyses to assess fiscal, operational, and policy impacts on statewide data reporting requirements, and represent the section in interagency workgroups and executive briefings regarding regulatory and legislative changes.
  
- 10%** Lead outreach strategy and represent the section in high-level presentations to health facilities, health information professionals, and data users. Author and approve technical guidance materials, publications, and reporting manuals. Provide authoritative interpretation of reporting requirements and data quality standards. Ensure updates to reporting systems and website content reflect current regulatory and policy requirements.

**Marginal Job Functions**

- 5%** Perform other duties as required.

**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.

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**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>