


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

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Administrative Services 
<b>Position Number</b> 441-160-7500-XXX	<b>Telework Option</b> In-person required with only limited telework based on operational need.
<b>Classification</b> Career Executive Assignment (CEA) B	<b>Working Title</b> Deputy Director for Administrative Services and Chief Administrative Officer
<b>Supervision Exercised</b> Directly supervises a multidisciplinary team of management leaders and professional staff.	<b>Location</b> Sacramento
<b>Conflict of Interest:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Fingerprint/Live Scan:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Revision Date</b> June 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**

The Deputy Director serves as the department's Chief Administrative Officer (CAO), ensuring effective and efficient delivery of all administrative services through executive leadership of the Office of Administrative Services (OAS). In this role, the Deputy Director plans, organizes, and directs the activities of the office including the Workforce Services Branch, Fiscal Services Branch, and related business services as necessary to support departmental operations. Collectively the OAS supports organizational and professional development, human resources, labor relations, recruiting, retention efforts, workforce succession planning, budgets, procurements and contracts, accounting, facilities management, continuity planning, and continuous process improvement to best support HCAI programs in meeting the department's mission and goals. As a member of the executive management team, the Deputy Director advises the Director, Chief Deputy Director, and other executive staff regarding all departmental operational and administrative matters. The Deputy

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Director plans, designs, implements, monitors and evaluates the department's administrative services portfolio, applying leadership practices and subject matter expertise to ensure that all administrative functions enable each HCAI program to deliver mission goals. The Deputy Director continuously identifies best practices to improve quality, efficiency, timeliness, and satisfaction with the delivery of administrative services supporting partners across all HCAI programs.

The Deputy Director is responsible for the management and supervision of the OAS team with a focus on workforce management, training and development, succession planning, and team-level innovation around each administrative function serving HCAI programs. The Deputy Director participates in department-wide strategic planning and related initiatives in support of the HCAI mission, goals and objectives. Other responsibilities include collaboration with state government partners, including the California Health and Human Services Agency, administrative control agencies and the Legislature.

**Essential Job Functions**

**40% Administrative Services Leadership and Oversight**

Plans, organizes, and directs the activities of the OAS. Fosters a culture of excellence in customer service throughout the OAS, and ensures administrative services are provided to program partners in an effective and timely way with professionalism at the core of the relationship. Directs departmental teams and staff engaged in Workforce Support and Fiscal Services including organizational and professional development, human resources, labor relations, recruiting and retention efforts, workforce succession planning, budgets, procurements and contracts, accounting, facilities management, continuity planning, and continuous improvement across all services. Recruits, develops, retains, and evaluates performance of teams, team members, and leaders.

**35% Policy Leadership and Organizational Change Management**

Serves as the primary Organizational Change Management (OCM) leader and policy advisor to the Director, Chief Deputy Director, and Assistant Director on all matters pertaining to the administrative services portfolio. Advises and makes recommendations to the Director, the Chief Deputy Director, and the executive management team on the development of all major departmental policies, procedures, and performance evaluation tools. Develops and implements systems to manage, monitor, and evaluate resource expenditures to ensure alignment with program objectives, department policy, allocations, and state and federal law. Proactively engages on program goals and issues to effectively anticipate impacts on programs' budget, staff, and facility needs. Develops long range plans to address operational challenges in administrative services portfolio offerings and service delivery, instilling a customer service mindset with critical thinking and problem solving as primary functions.

**10% External Agency and Legislative Engagement**

Represents the Director and the Chief Deputy Director before the California Health and Human Services Agency, the Governor's Office, the Legislature, the Department of Finance, the Department of Human Resources, the Department of General Services, other state agencies, and other organizations on all operational, administrative, and fiscal matters, to include testifying before legislative committees as needed.

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**10% Executive Leadership in Strategic Planning**

Actively engages with the Director, the Chief Deputy Director, the Assistant Director, and the executive management team in ongoing development, implementation and governance of the department's strategic plan and supporting projects. Informed and guided by the department's strategic plan and program goals, develops and administers the OAS operational plan that includes enabling objectives, strategies, and key performance indicators.

**Marginal Job Functions**

**5%** Leads special projects and performs other related 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.

**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.

**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>