


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

Employee Name Vacant	Organization Office of Health Care Affordability Health Care Spending Targets Branch Engagement, Governance and Policy Group Communications and Engagement Unit 
Position Number 441-604-8428-XXX	Telework Option Hybrid
Classification Health Program Manager II	Working Title Communications and Engagement Group Manager
Supervision Exercised Directly supervises Health Program Specialists.	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 May 13, 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

Under general direction, the Health Program Manager II plans, organizes and directs the work of professional staff in the Communications and Engagement Unit for the Office of Health Care Affordability (OHCA). The Group is responsible for broad stakeholder engagement, communications, and related policy across the office.

Essential Job Functions

55% Stakeholder Engagement and Communications

Establish and maintain positive relationships with external stakeholders, as well as OHCA branch management, program staff and other internal stakeholders. Proactively address and/or resolve program or policy issues with stakeholders. Ensure stakeholders can readily access information regarding any decisions or actions by OHCA, HCAI and the

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Duty Statement**

Board. Develop, implement, and manage a comprehensive stakeholder and communications strategy. Review and contribute to external facing communications including website content, OHCA governance materials, and related postings, data analytics, and public transparency reports. Oversee development of content and collateral that is accessible, relevant and informative to stakeholders, including regulated entities. Oversees collaboration with the HCAI Communications and Planning Group and ensure adherence with HCAI and State of California policies and procedures. Make recommendations to OHCA senior management to support program administration and strategy. Maintain a repository of approved and vetted communication materials for use by OHCA staff in external verbal and written communications. Communication materials include, but are not limited to, presentations, press release content, newsletters, mass mailings, flyers, briefing materials, reports, whitepapers, analyses, toolkits and talking points. Align all communications with HCAI and OHCA program policy.

30% Supervision and Administration

Plan, organize and direct work organized into primary components of stakeholder engagement, external affairs and communications, policy analysis, and others as needed. Evaluate the performance of employees to ensure acceptable job performance; work with each employee to develop required skills to meet and exceed job requirements. Assign projects and tasks, monitor and evaluate the performance of unit staff, and review and/or prepare unit training plans. Manage unit administrative matters, including but not limited to personnel, contracts, budgeting, and review and approve unit purchasing requests. Employ approved methods to recognize and promote exceptional individual performance and teamwork

10% Policy and Legislative Analysis

Contribute to office wide planning for implementing progressive enforcement of spending targets, including gathering input across branch management and relevant staff experts for data, policy, and compliance. Oversee analysis of policies and programs to inform recommendations to OHCA senior management that may inform development of rulemaking packages and implementation of programmatic functions necessary for progressive enforcement. Perform regular environmental scans of California legislation, federal legislation, and other policies impacting OHCA programs and initiatives; make recommendations to OHCA senior management to support program administration and strategy. Oversee the coordination and tracking of bill analyses, fiscal analyses, rulemaking packages, and budget change proposal assignments across the division, ensuring timely completion, adherence with HCAI and State of California policies and procedures, and alignment with OHCA strategy and operations. Support the facilitation of public rulemaking workshops and related opportunities to engage stakeholders in OHCA policy.

Marginal Job Functions

5% Other Functions

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

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

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.

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